**PARISH COUNCIL GENERAL MEETING**

**Venue: Parish Meeting Room**

**26th September 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 Alison Knight

Cllr Kay Stevens

Cllr Nina Truman

Parish Clerk / RFO

Rachel Washer joined the table following co-option to partake in discussion though was excluded from voting in accordance with The Local Government Act 1972.

**Meeting commenced 19:20**

**22/1125 Apologies for absence**

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**Apologies received:** Cllr Richard Solesbury-Timms

Cllr Burgess will depart early due to work commitments.

Members notified of Stuart Howards resignation from office.

**22/1126 OPEN MEETING**

A member of the public made commentary on the following agenda item:

22/1131. Do the outstanding developer contributions account for MUGA funds?

The Chairman advised the member of the public to put outstanding comments to the clerk’s e-mail as the member was speaking outside of the Standing Orders. Further commentary of the member of the public has not been included for this reason.

A second member of the public made commentary on the following agenda item:  
22/1157. Request for information on grant funding protocols.

**Open meeting closed 19:29**

**22/1127 Members’ declaration of interest in items on the agenda**

None declared.

**22/1128 Appointments – To fill vacancies on the Council by Co-option**

The clerk advised the council of the correct co-option procedure and the Legal Topic Notice #8 Section 22 which states:  
*Where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the section 79 eligibility criteria and they are not disqualified.*

The council did not follow the clerk’s advice and continued to hold a vote, Cllr Stevens abstained on these grounds.  
On the proposition of the Chairman, it was **RESOLVED**: to appoint Rachel Washer to council by co-option.

**22/1129 Approval of minutes of meeting 15/08/2022**

On the proposition of Cllr Knight, it was **RESOLVED** to:Approve the minutes of the meeting of Council on Monday 15th August 2022.

**22/1130 Council structure** – attached.

On the proposition of Cllr Hoose, it was **RESOLVED:** To dissolve existing working parties with no set target criteria and reform under the following committees:

* Finance & Policy Committee
* Planning & Highways Committee
* Amenities Committee

Pending creation and approval of Terms of Reference.

Assign tasks and set goals for working groups

* Green Middleton Working Party

To advise council on requirements for village grass cutting provision enabling tender process- Amenities Committee.

To advise council on options relating to PC building regeneration project– Amenities Committee.

**22/1131 Review of outstanding developer contributions (S106/CIL)** - Attached

Members noted the report.  
Questions around allocations to be raised with WNC.

**22/1132 Stagecoach Bus Service 500** - Attached

Members noted the report.

On the proposition of Cllr Allen, it was **RESOLVED:** Cllr Allen to draft correspondence to Stagecoach to state the council’s position. Cllr Solebury-Timms to use position as district councillor to continue to lobby against the changes.

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**22/1133 S106 Agreement Thenford Road**

On the proposition of the Chairman, it was **RESOLVED:** Task and Finish group Cllr Burgess, Cllr Knight and Cllr Truman to create a report on the plans of 0.33ha of public open space. Report October Full Council Meeting.

**22/1134 Millers Way open space**

On the proposition of the Chairman, it was **RESOLVED:** Task and Finish group Cllr Burgess, Cllr Knight and Cllr Truman to create a report for Planning Committee on the application to discharge the legal agreement obligation S3 paragraphs 1-3. Transfer to council / proposed management company. Report October Full Council Meeting.

**22/1135 To note outline of planning proposed by Lagan Homes** – Attached

Members noted the report.

Clerk to draft letter in support of proposal for affordable housing.

**22/1136 Planning – letters, decisions and applications** - Attached

**Resolved:** All applications reviewed with no comments to submit.

Cllr Burgess requested items 22/1150 and 22/1155 be moved to this point in the meeting to allow for his participation before departing.

On the recommendation of Chairman Youel and carried unanimously, it was accepted to bring forward the agenda items.

**22/1150 Allotments**

On the proposition of the Chairman, it was **RESOLVED**: Task and finish group Cllr Burgess, Cllr Hoose and Cllr Stevens to review current tenant status of council-owned allotments and report on BT allotments. Report November Full Council Meeting

**22/1155 Street lighting**

Cllr Hoose provided update regarding outstanding works by installation company. The main noted points are isolated lamps which are not functioning correctly and 2 areas that have yet to be completed. The council are in possession of the balance payment until completion of works.

**22/1137 Local Government Boundaries Commission** – Attached.

On the proposition of Cllr Allen it was **RESOLVED**:Cllr Hoose and Cllr Allen to draft a response by next full council meeting.

Clerk to share links provided on council website/social media etc.

**22/1138 Keep Nethercote Rural campaign** - Attached

On the proposition of the Chairman it was **RESOLVED**: The clerk to contact the campaigners to offer the council’s support and ask best method to provide this. Campaign details to be published on council website /social media etc.

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**22/1139 Future residential developments**

On the proposition of the Chairman, it was **RESOLVED:** Task and Finish group Cllr Stevens, Cllr Allen and Chairman Youel to explore potential to use an existing framework or create a new approach to gather resident consensus on development planning. Report November Full Council Meeting.

**22/1140 Parish Council Building – external** - Attached

On the proposition of the Chairman, it was **RESOLVED:** Task and Finish group Cllr Truman, Cllr Stevens and Rachel Washer to create report to include costings for November meeting.

**22/1141 Community warm spaces**

On the proposition of the Chairman it was **RESOLVED**: Task and finish group Cllr Hoose, Cllr Knight, Cllr Truman report to October Full Council Meeting on a ‘Liaise, Advertise, Vulnerable people’ action plan with Library/ Good Neighbour Scheme.

**22/1142 PMR cleaner / maintenance person**

On the proposition of Cllr Allen it was **RESOLVED**: Cleaning responsibilities to fall under existing employment. The Chairman and Cllr Allen to assess status of existing jobs list and report to clerk with a view of seeking potentially multiple multi-skilled workers to associate.

**22/1143 Electric Vehicle Charging Points**

Members noted the received statement from residents. On the proposition of Cllr Hoose, it was **RESOLVED**: to revisit the matter when it becomes more valid, no less than 6months from this decision.

**22/1144 Storage of Parish archives**

On the proposition of the Chairman, it was **RESOLVED** to: Establish a Task and Finish group, Cllr Knight, Cllr Hoose and Cllr Jerrams Coughtrey, to overhaul stored materials and identify suitable items (scrapbooks/photographs) for Library repository. Other items for Northampton archive/Shredding. Group to liaise with clerk on the dates for this.

**22/1145 Parish Meeting rooms facilities**

On the proposition of the Chairman it was **RESOLVED** to: Establish a Task & Finish group, Cllr Truman and Cllr Stevens, to review and discuss kitchen facilities, maintenance, community access and community larder.

**22/1146 Internal Control**

On the proposition of Cllr Jerrams Coughtrey it was **RESOLVED** to:

Allow theClerk to facilitate PAT testing and Fire certificate to achieve best value, working with Cllr Jerrams Coughtrey to complete upcoming ICC.

**22/1147 Resolution to approve Authorisation of Payments**

On the proposition of Cllr Knight it was **RESOLVED** to: Approve the list of accounts for September in the sum of £5,845.16

**22/1148 Cheney Chatter**

On the proposition of Cllr Allen it was **RESOLVED** that: The Cheney Chatter will encourage non-profit, self-funding organisations / clubs to promote themselves for free.

**22/1149 Flagpole policy**   
On the proposition of Cllr Allen it was **RESOLVED** to: Reconsider the acquisition of a flag pole and instead work with the Community Primary school.

**22/1151 Remembrance items**

On the proposition of the Chairman it was **RESOLVED** to: Order a remembrance wreath and locate/replace Lamppost poppies.

**22/1152 Commemorative trees**

On the proposition of the Chairman it was **RESOLVED** to: Establish a Task and Finish group, Cllr Stevens, Cllr Truman and Rachel Washer to explore commemorative tree-planting options.

**22/1153 Speed Restrictions**  
In the absence of Cllr Solesbury-Timms, the council have requested further details before deciding on this item.

**22/1154 Road closures**

On the proposition of the Chairman, it was **RESOLVED** that: The Council to approve closure of road for Remembrance Sunday procession on the basis it is the same arrangements as the year previous. Winter event closures to be considered with further information.

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**22/1156 VAS update**

On the proposition of the Chairman it was **RESOLVED** to: Establish aTask and Finish group, Cllr Kristian Burgess, Cllr Jerrams Coughtrey, Cllr Allen, to create a report for outstanding update.

**22/1157 Finance Working Party minutes**On the proposition of Cllr Allen it was **RESOLVED**:Members to approve recommendations.

**22/1158 Matters for information**

Clerk consulted on the purpose of this item. No matters for information raised.

**22/1159 Exclusion of press and public**

On the proposition of Cllr Knight it was **RESOLVED** 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.

**22/1160 Open spaces – blue report via the post**

The Clerk has submitted a written report.

**22/1161 Next meeting**

17th October 2022 – Full Council Meeting.

Meeting closed 11:05pm

**Signed:**

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Middleton Cheney Parish Council Terms of Reference

22/1166

Committees & Working Groups

Adopted by Full Council – 17/10/2022

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# COMMITTEES

## Full Council

Background: Members of the Middleton Cheney Parish Council (MCPC) meet once a month, to which members of the public are welcome to attend, to discuss all aspects of the parish and agree financial, planning and governance aspects of the Council. Meetings are run in accordance with the Parish Council’s Standing Orders.

Terms of the Committee: The following matters shall be reserved for decision by Full Council, but the appropriate Committee(s) may make recommendation for the Council’s consideration:

1. The Precept.
2. Borrowing money.
3. Making, amending or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions.
4. Making, amending or revoking by-laws.
5. Making of Orders under Statutory Powers.
6. Matters of principle or policy.
7. Addressing recommendations in any report from the Internal and External Auditors.
8. Nomination or appointment of representatives of the Parish Council on an authority, organisation or body (except approved conferences or meetings).
9. Nomination of members of all standing committees.
10. New powers or duties.
11. Nomination or appointment of representatives of the Parish Council to any enquiry on matters affecting the parish.
12. To receive and adopt the Annual Governance and Accountability Return.
13. To receive and sign off the Annual External Audit and Return.
14. To receive reports and recommendations referred to Full Council from the various committees.
15. To set up direct reporting working groups as necessary.
16. To receive reports and recommendations and consider recommendations from all direct reporting committees and working groups set up by Full Council or indirect groups where considered appropriate by the Parish Clerk or Committee Chairs.
17. To authorise the sealing of various documents with signatures of two parish councillors.
18. To appoint representatives on outside bodies or joint bodies.
19. To confirm the schedule of meetings of Full Council and the standing committees for the ensuing year.
20. To receive petitions and deputations from members of the public or any organisations.
21. Any other matters not delegated to a standing committee or referred to Full Council by standing committees.

## Human Resources Committee

Background: The Committee shall be called the Human Resources Committee (hereafter the HR Committee or HRC). The purpose of the HRC is to act in a fair and transparent manner on behalf of Middleton Cheney Parish Council in matters concerning human resources, including but not limited to: employment and staffing, health and safety, and training of staff and members.

Members are appointed by MCPC.Members are appointed until the next Annual Meeting of the Council. If necessary MCPC will from time to time appoint additional or substitute members to the committee. The committee shall elect a chairman annually at the first meeting of the committee after the formation of the committee or after the Annual Parish Council meeting, unless MCPC has already elected a chair at the Annual Parish Council Meeting. The committee may choose to elect a vice-chairman as required.

Terms of the Committee:

1. To include the Parish Council chair and Clerk/RFO as ex officio members and be quorate only if at least three members are present.
2. To agree and manage relevant expenditure of amounts up to the budget agreed for such matters, up to a maximum of £1,000.
3. To approve staff overtime and holidays (unless otherwise delegated by MCPC).
4. To determine employment policies and procedures including:
   * Employment contracts
   * Job descriptions
   * Dignity at Work Policy
   * Disciplinary Policy
   * Equality Policy
   * Grievance Policy
   * Health and Safety Policy
   * Safeguarding Policy
5. To agree and manage training of staff and council members.
6. Management of any other specific matters as shall be decided by MCPC.
7. To establish and keep under review the staffing structure in consultation with the Parish Council.
8. To establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
9. To oversee the recruitment and appointment of staff.
10. To arrange execution of new employment contracts and changes to contracts.
11. To review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
12. To keep under review the Clerk’s Job description and ensure it reflects the requirement of the role.
13. To establish and review performance management (including annual appraisals) and staff training programmes.
14. To keep under review staff working conditions and Health and Safety matters.
15. To monitor and address regular or sustained staff absence (as per Absence Management Policy).
16. To make recommendations on staffing related expenditure to full Council.
17. To consider any appeal against a decision in respect of pay.
18. To oversee any process leading to dismissal of staff (including redundancy).
19. The Committee is authorised to establish sub-committees and working groups as and when necessary to assist in its work.
20. To manage, supervise and appraise the Clerk.
21. To agree and monitor achievement against annual objectives; administer leave requests; record, monitor and manage absences from work.
22. To review and monitor the Clerk’s timesheets and agree ‘Time off in lieu’ allowances.
23. To consider grievance or disciplinary matters (and any appeal) in accordance with Middleton Cheney Parish Council’s Grievance or Disciplinary procedures.

The terms of reference of the HRC are to be reviewed annually by the full Middleton Cheney Parish Council (MCPC).

Meetings will be held as deemed necessary by the members of the HRC or by MCPC, subject to MCPC’s Standing Orders. They will be advertised as required by law and will be open to press and public, unless the confidential nature of the business to be transacted precludes this.

The chairman of the committee or other designated representative will take and distribute minutes within seven days of the meeting. If the Clerk is not present for a particular item a member of the committee shall take the minutes and pass them to the Clerk within seven days for distribution. Minutes will be approved at the next meeting of the HRC or submitted to MCPC for approval if no meeting of the HRC shall be scheduled within 9 weeks of the meeting to which the minutes refer. If not already approved and published, draft minutes shall be published within 1 month[[1]](#footnote-1) of the meeting to which they refer.

The chairman of the committee or other designated representative shall report proceedings to the next MCPC meeting as required. Minutes from the HR Committee are to be noted by the Full Council for information, including decisions on creation of new roles and recruitment to all roles will be made by the full council.

The HR Committee delegates the responsibility to the Clerk to provide day-to-day oversight, direction, guidance, and support for the work of the Council staff. The Clerk is also responsible for managing annual leave, approved lieu time and monitoring sickness. It is the responsibility of the Clerk to bring serious matters of concern to the HR Committee, including unusual or extended sick leave patterns. Reports on staff appraisals, performance review and salary reviews will be prepared by line managers prior to agreement by the HR Committee.

## Finance and policy Committee

Background: The Finance and Policy Committee will take responsibility and support full council in management of all finance matters and policy management. Including, generation of the organisational needs and creation of both a strategic plan and a budget. The strategic plan will lay out the direction and goals of the organisation and guidelines for actions to achieve those goals, while the budget looks at the money needed to support achieving those goals. The Parish Council has limited ability to gain income above the set precept and must act within its budget. Undertaking all the activities desired by residents may not be possible; therefore, residents will need to be given information to understand the cost consequences, obligations, limitations, and benefits of budget expenditure.

Terms of the Committee:

1. To include the Parish Council chair and Clerk/RFO as ex officio members and be quorate only if at least three members are present.
2. To work within the Council’s financial regulations at all times.
3. To work with the Council’s responsible financial officer (the clerk) to ensure that the Committee is fully informed of the Council’s financial resources and expenditure obligations.
4. Be responsible for making recommendations to the Council on budget requirements, including recommendations for the precept level to ensure the Council manages its finances to meet its short and long term goals by: a. Advising the Council of the potential cost of new services b. Taking into account the estimates of services identified by other committees (e.g. the HR Committee, Amenities committee and Planning & Highways Committee) c. Considering forward planning and necessary earmarked reserves for the replacement of equipment, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year d. Ensure that the budget is directly linked to the tasks identified in a 3 year strategy and the management of the Council’s assets and responsibilities.
5. To develop a strategy to manage the Council’s business that is fully informed by residents of Middleton Cheney by consultation and open meetings.
6. The Finance and Policy Committee is expected to meet at least quarterly, 1. to coordinate the outcomes of consultation, analyse feasibility, create a strategy that considers risk and benefits and identifies the budget implications and 2. to review the progress midway through the financial year.
7. To arrange extraordinary meetings if new legislation or external impacts are considered to have financial consequences that require recommendations to full Council to significantly change the strategic plan. Extraordinary meetings will only be arranged at the request of a full Parish Council meeting or may be called by the clerk, as responsible finance officer, if she considers that matters of risk or financial security require such a meeting and should be for matters that are deemed inappropriate to be considered in an ordinary Parish Council meeting.
8. In relation to risk management, the Finance and Policy Committee will develop a strategy and budget for the Parish Council in compliance with the Council’s Risk Management Policy and its stated role contained therein.
9. To make recommendations as to any professional and/or legal advice deemed necessary by the Committee to ensure that strategic development is maximised.
10. To co-opt any person or persons (up to a total of 3) it deems appropriate to the Committee. Such co-opted members will not have voting rights.
11. To designate committee members with key responsibilities for consultation and liaison, for research, for budget presentation and for identifying legal obligations.
12. To review and update council policies for annual approval and adoption by full council.
13. To maintain a standard format for all policies and procedures that include a version number, owner, date of adoption, document version history and approval history.
14. To maintain register of all approved policies.
15. To manage the review, change and approval of documents.
16. To schedule review of policy documents at full council meetings.
17. To collaborate with other councillors, committees, working groups, and council employees in the creation and review of new and existing policy.

## Amenities Committee

Background: To oversee the ongoing provision, maintenance and future development of all assets either leased or managed by the Parish Council for the benefit of the Parish. To manage and oversee Parish Council community events.

Terms of the Committee:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of the Amenities Committee.
2. To implement relevant policies of the Parish Council relating to the parish’s amenities and, where appropriate, recommend amendments and new policies to the Parish Council.
3. To exercise the delegated powers and duties of the Parish Council with respect to the provision, care, maintenance and development of: a. All buildings, the Cemetery, open spaces, playgrounds, village greens, allotment and horticultural areas whether owned, leased or managed by the Parish Council; b. Sporting, cultural and recreational facilities provided by the Parish Council and to review the local provision of such facilities.
4. To work with the PFA Memorial Hall Committee and to represent the Parish Council’s interests in the management and use of the Memorial Hall.
5. To submit proposals to the Parish Council for new and improved services.
6. To formulate a budget for revenue/capital expenditure for the next financial year and to recommend it to the November meeting of the Parish Council.
7. To control the expenditure and income of the approved budgets (Revenue and Capital) for the Committee and to report to the Parish Council any possible variations.
8. To propose, budget and obtain quotes for revenue/capital expenditure subject to the permission of the Parish Council.
9. To set rents and fees for persons or groups using the facilities provided by the Parish Council.
10. To consider and consult on recreation area improvements and determine how any recommendations coming from this should be managed, ensuring compliance with health and safety legislation and impact on insurance liability and make recommendations to the Parish Council on future management.
11. To be responsible for dealing with items of correspondence, consultations and projects relating the identified responsibilities of the Amenities committee.
12. To assess and discuss issues relating to the condition and maintenance of footpaths in the parish and correspond with the relevant bodies.
13. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

## planning and highways Committee

Background: This Committee is appointed to consider all aspects of new housing developments and any highways issues within the parish.

Terms of the Committee:

1. To make recommendations on all matters relating to new housing developments to be built within the parish.
2. To make recommendations on responses to parish planning applications.
3. To work in partnership with the developer, West Northamptonshire Council, other key parties and the Parish Council to deliver the design, affordable housing, facilities and infrastructure needed to provide a development which preserves and enhances the character of the parish.
4. To make recommendations on a detailed response to any planning application for a new development.
5. To identify and agree the key priorities for the parish as a response to new housing developments.
6. To engage with the developer, West Northamptonshire Council and other key parties at an early stage to ensure that an appropriate community contribution is secured.
7. To engage with the developer, West Northamptonshire Council and other key parties at an early stage to ensure the delivery of the agreed key priorities.
8. To make recommendations as to any professional and/or legal advice deemed necessary by the Committee to ensure that maximum benefit can be realised from any development. Provide budgetary estimates to the Parish Council for approval.
9. To consider any proposals for potential adoption of sports and recreational facilities, open spaces, or streetlights deriving from new development.
10. To review, secure evidence and advise on any changes required to the West Northamptonshire Core Strategy and Development Plan.
11. To co-opt any person or persons it deems appropriate to the Committee.
12. The Committee is authorised to establish sub-committees and working groups as and when necessary to assist in its work.

# working groups

The Parish Council as the parent body, or committees with delegated powers, can form a Working Group to carry out specific detailed tasks on any matter that falls within its powers.

Full Council may form or disband a Working Group who will carry out tasks as defined by Full Council. Specific Terms of Reference, including if necessary delegated powers, will be prepared by the Clerk for ratification at the next Full Council Meeting following the Working Group being established.

1. Membership

Members of the working group will be appointed by the Parish Council, or committee with delegated powers, and will consist of a minimum of 3 elected members of the council unless otherwise specified.

With the authority of the Full Council the working group can co-opt members of the public (Lay members) who have specific knowledge / expertise on the subject to assist the Working Group.

The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council or time limited for a period of 6 months.

The Annual Meeting of the Council can re-confirm the working group’s membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Leader

A leader will be appointed for the working party by the Parish Council.

The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be an elected member of the Council unless otherwise agreed by the Full Council.

3. Powers

Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by working groups will be subject to approval by the Full Council.

4. Responsibilities and Areas of Operation

The Full Council will establish the role of the working group and its full terms of reference. This may include:

1. To tackle issues as directed by the Council.
2. To be task specific and time limited.
3. To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Council.
4. To act as experts and/or liaise with experts.
5. To make recommendations to Council.
6. To explain the recommendations, reasons, options to Full Council by way of a written report.
7. To answer questions from the Council.
8. No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement. The working group will arrange its own meetings and schedule of work at its inaugural meeting.

The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

5. Meetings of Working Groups

A Working Party does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any councillor who is a member of the working party.

Formal agendas and Minutes are not required. The Clerk to the Council will be notified of any meeting with at least 3 working days’ notice.

The quorum of the group shall be 3 elected members, co-opted members will not count towards the quorum. The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting.

The working group will report formally to the Full Council at its Annual Meeting if required.

Frequency of Meetings will be as required.

The working group is expected to be time limited as specified by Full Council or parent committee. The continuing need for a working group will be reviewed by the Full Council on a 6 monthly basis unless otherwise specified.

**22/1173 12th October 2022**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application Number** | **Closing Date** | **Location** | **Proposal** | **Parish Council Comments** |
| [**WNS/2022/1942/OUT**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1942/OUT) | 10/11/2022 | Land off Queen Street Middleton Cheney Banbury OX17 2NP | Application for Outline Planning Permission with all matters reserved for a Four Bedroom Dwelling |  |
| [**WNS/2022/1889/TCA**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1889/TCA) | 28/10/2022 | 12 Royal Oak Lane Middleton Cheney OX17 2LX | T1 - leylandii hedge to the front of the property - Fell. |  |
| [**WNS/2022/1910/COND**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1910/COND) | No deadline given, target decision date 28/11/2022 | Land At Waters Lane Middleton Cheney | Condition 10 of WNS/2020/0441/MAO [Finished Floor Levels] Application for approval of details submitted pursuant to Condition 10 of planning permission WNS/2022/0441/MAO [Outline planning permission for the development of up to 54 dwellings (use class C3) including means of access into the site (not internal roads), associated highway works, public open space and extended gardens to No’s. 6, 8, 10, 16 Waters Lane and 15 Thenford Road.] |  |
| [**WNS/2022/1914/COND**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1914/COND) | “ | Land At Waters Lane Middleton Cheney | Condition 15 of WNS/2020/0441/MAO [Comprehensive Intrusive Investigation] Application for approval of details submitted pursuant to Condition 15 of planning permission WNS/2020/0441/MAO[Outline planning permission for the development of up to 54 dwellings (use class C3) including means of access into the site (not internal roads), associated highway works, public open space and extended gardens to No’s. 6, 8, 10, 16 Waters Lane and 15 Thenford Road.] |  |
| [**WNS/2022/1898/COND**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1898/COND) | “ | Land At Waters Lane, Middleton Cheney, Northamptonshire | Condition 10 [slab levels kerb layout etc]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) at Land At Waters Lane Middleton Cheney |  |
| [**WNS/2022/1911/COND**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1911/COND) | “ | Land At Waters Lane Middleton Cheney | Condition 13 of WNS/2020/0441/MAO [Engineering Drawings] Application for approval of details submitted pursuant to Condition 13 of planning permission WNS/2022/0441/MAO [Outline planning permission for the development of up to 54 dwellings (use class C3) including means of access into the site (not internal roads), associated highway works, public open space and extended gardens to No’s. 6, 8, 10, 16 Waters Lane and 15 Thenford Road.] |  |
| [**WNS/2022/1912/COND**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1912/COND) | “ | Land At Waters Lane Middleton Cheney | Condition 14 of WNS/2020/0441/MAO [Carriageway and Footway Details] Application for approval of details submitted pursuant to Condition 14 of planning permission WNS/2022/0441/MAO [Outline planning permission for the development of up to 54 dwellings (use class C3) including means of access into the site (not internal roads), associated highway works, public open space and extended gardens to No’s. 6, 8, 10, 16 Waters Lane and 15 Thenford Road.] |  |
| [**WNS/2022/1879/COND**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1879/COND) | 21/10/2022 | Land At Waters Lane Middleton Cheney | Condition 17 of S/2020/0441/MAO [Tree Protection] Application for approval of details submitted pursuant to Condition 17 of Planning Permission S/2020/0441/MAO [Outline planning permission for the development of up to 54 dwellings (use class C3) including means of access into the site (not internal roads), associated highway works, public open space and extended gardens to No’s. 6, 8, 10, 16 Waters Lane and 15 Thenford Road.] |  |
| [**WNS/2022/1880/COND**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1880/COND) | 21/10/2022 | Land At Waters Lane Middleton Cheney | Condition 11 of S/2020/0441/MAO [Construction Method Statement including a Construction Traffic Management Plan] Application for approval of details submitted pursuant to Condition 11 of Planning Permission S/2020/0441/MAO [Outline planning permission for the development of up to 54 dwellings (use class C3) including means of access into the site (not internal roads), associated highway works, public open space and extended gardens to No’s. 6, 8, 10, 16 Waters Lane and 15 Thenford Road.] |  |
| [**WNS/2022/1881/COND**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1881/COND) | 01/11/2022 | Land At Waters Lane Middleton Cheney | Condition 26 of S/2020/0441/MAO [Landscape and Ecology Management Plan (LEMP)] Application for approval of details submitted pursuant to Condition 26 of Planning Permission S/2020/0441/MAO [Outline planning permission for the development of up to 54 dwellings (use class C3) including means of access into the site (not internal roads), associated highway works, public open space and extended gardens to No’s. 6, 8, 10, 16 Waters Lane and 15 Thenford Road.] |  |
| [**WNS/2022/1842/FUL**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1842/FUL) |  | Pinfold Cottage 66 Main Road Middleton Cheney OX17 2LT | Vehicle entrance, internal & external alterations - see Description of works on Design & Access Statement |  |
| [**WNS/2022/1843/LBC**](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1843/LBC) |  | Pinfold Cottage 66 Main Road Middleton Cheney OX17 2LT | Vehicle entrance, internal & external alterations - see Description of works on Design & Access Statement |  |
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**22/1175 Outstanding Developer Contributions – Update October 2022**

* Q - Possible appropriate uses of the developer contributions for community groups/ projects
* A - Such projects will derive from ‘a need’ for a new facility or the upgrading of an existing facility and must comply with the intended use and purpose of the obligations as per the specific wording in the relevant agreement. For example; **Off-site open Space contribution (100%)** to be utilised towards ‘*the provision, improvement and maintenance of off-site public open space including children's play space, natural/semi natural green space, amenity space and allotments, in the locality’ –*This could relate to upgrading or maintaining / adding to existing play equipment, maintenance of all /any open space areas, new facilities on the allotments such as water pumps, drainage. It really depends on the current state of any existing facilities and whether there is a *need* for additional facilities or enhancements to existing that will benefit the local residents.  Regarding potential leisure projects, my colleague Andy Wallace may be able to assist you further.
* Q - Any clawback deadlines which would allow developers to claim back unspent contributions – See clawback dates below.

* Q – Does WNC specific planned usage and what would be the potential local benefit –
* A - Apologies, I am not sure what this is referring to specifically; If this is referring to the ‘Strategic Leisure’ contribution you would need to contact Andrew Wallace / Peter Cox in Communities in the first instance. If not Leisure, please can you explain the question in more detail – thank you.

**FYI** – *Andy Wallace had the following comments to make;*

*From a leisure / sports perspective I don’t have any plans to spend where applicable S106 monies. I am open to suggestions from the Parish Council.*

Section 106

1. **Land off Banbury Lane M/C - S/2013/1477** WNC are holding the following:

**£81,034.75** Affordable Housing contribution (The Council’s Strategic Housing Team will utilise this fund towards ‘*the provision of an identified local affordable housing need in the vicinity of the Development’).* (Clawback 10/12/2028)

**£3,237.45** Strategic Leisure contribution (the Council will utilise this*‘towards strategic sports/leisure facilities’*). (Clawback is **£1,563.70** *27/05/26* & **£1,673.75** *19/12/27*).

1. **Millers Way M/C – S/2019/1593** we are holding the following: (clawback 24/02/2032 all contributions)

**£31,288.94** Off-site playing fields contribution (100%) to be utilised towards ‘*the provision, improvement and maintenance of playing fields in the locality of the Development’*

**£55,986.47** Off-site open Space contribution (100%) to be utilised towards ‘*the provision, improvement and maintenance of off-site public open space including children's play space, natural/semi natural green space, amenity space and allotments, in the locality’*

**£31,080.51** Primary care contribution which the Local hub/CCG will utilise towards ‘*the provision of Primary Healthcare facilities in the locality’*

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

To consider the acquisition of sack retention brackets and outdoor-working “toolkit” for staff.

Sack retention £20.43 + VAT per bracket.

WD40  
Cable ties  
Gorilla tape  
Electrical tape

Bags x 2 sizes

Scraper  
Scissors

Secateurs

Wire brush

Disposable gloves

Disposable mask

Paper towels

Screwdriver with changeable heads

Winter-working gloves approx. £40 pe set of 2.

**22/1183 Flag-flying policy and purchases**

To consider the proposed policy for adoption.

**Flagpole Policy**

The Union Flag is the national flag of Great Britain, symbolising national unity and pride and is flown on many public buildings. UK government buildings are encouraged to fly the Union Flag all year and local authorities are urged to follow suite. There are also designated days when the Union Flag must be flown on UK Government buildings, as commanded by His Majesty the King

This policy is applicable to Middleton Cheney Parish Council flagpole which is attached to Middleton Cheney Primary Academy School. It ensures we have a coherent flag protocol in place that is reviewed periodically. It will help us to fulfill our Civic obligation to raise specific flags for certain occasions eg. Armistice Day

**The Union Flag**

The Union Flag has a correct way up and it is improper to fly it upside down. The part of the flag nearest and at the top of the flagpole must have the wider diagonal white stripe above the red diagonal stripe.

When flown with flags of other nations, all flags should be the same size. It is possible to fly more than one flag on the same flagpole if there is enough space. If so the Union Flag should always fly on top (in the superior position)

On the official announcement of the death of the Sovereign, the Union Flag must be flown at half mast until the day of the funeral. All other flags should be taken down during the time of national mourning.

On other occasions the King may give a special command for flags to be flown at half-mast. Examples are the death of a member of the royal family, the funeral for a Prime Minister or ex-prime minister and the death of foreign Rulers.

Local government authorities ( in this case the Parish) are permitted to fly the Union Flag at half-mast for local as well as national commemorations or losses.

For flags to be at half-mast, they should be flown two-thirds of the way up the flagpole.

The Union Flag can fly constantly, other flags should be raised at 8.00 and lowered at 18.00.

**Planning consent**

Flags are treated as advertisements for the purposes of the planning regime, and some require formal consent from the local planning authority, whereas others do not.

Flags that do not need Planning Consent:

Any country’s national flag, civil ensign, or civil air ensign.

The flag of the Commonwealth, the UN or any other international organsisation of which the UK is a member.

The flag of any island, county, district, borough, burgh, parish, city, town or village within the UK

The flag of the Black Country, East Anglia, Wessex, any part of Lincolnshire, any Riding of Yorkshire.

The flags of St David and St Patrick

Any flag of Her Majesty’s forces and The Armed Forces Day flag.

**Calendar of Events**

|  |  |  |  |
| --- | --- | --- | --- |
| 01/03 | St David’s Day |  | Flag of St David |
| 17/03 | St Patrick’s Day |  | Flag of St Patrick |
| 23/04 | St George’s Day |  | English Flag |
| 25/06 | Armed Forces Day | Union Flag | (not the Armed forces Day Flag) |
| 11/11 | Armistice Day | Union Flag |  |
| 2nd Sun in Nov | Remembrance Day | Union Flag |  |
| 30/11 | St Andrew’s Day |  | Scottish Flag. (Cross of St Andrew) |
| To be confirmed | Accession day, the Birthday of his Majesty the King and Coronation Day. | Union Flag. |  |

**Flags to acquire: St David’s,St Patrick’s, Union, St Andrew’s. 152 x 95cm**

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

To consider the proposed draft for LGBC submission.

Middleton Cheney is at the centre of the current ward. Middleton Cheney is a centre to the outlying villages due to us having a library, pharmacy, the secondary and primary schools, a post office, a Co-op plus another shop, hairdressers and multiple hospitality settings, including a cafe which is supported by the community and also supports the community. There are also youth activities and sports teams which attract families and individuals into Middleton Cheney from the outlying villages.

Middleton Cheney is also an employment hub for the wider community. Although many people do travel across the county boundary into Banbury for employment and also commute further afield using the M40, there are a number of businesses, financial, hospitality and industrial, in Middleton which attract people from the outlying villages. The schools also offer employment to many local people.

All of the above means that we all have a lot in common and issues which affect one village/parish will affect others within the ward and often solutions can impact on us all. It would also mean that our councilors would be representing people who have similar needs and therefore it will be more efficient and convenient for them to work with us.

We would recommend that the current boundaries stay for Middleton Cheney Ward (we accept that the voting population numbers would result in us having 2 councilors rather than the current 3). However we can understand that, possibly, parishes on the very southern edge ( Croughton and Evenly) may consider that they have more local connections with Brackley as most families access schools in there. Equally so parishes to the north of the current boundary may feel that they have more connection to Middleton Cheney rather than Silverstone as families travel to and from for secondary education at Chenderit secondary school and whilst doing so spend time in the village,use the facilities and may work here etc

**22/1190 Speed Restrictions**

To consider support for the proposed revisions to go to Cabinet.

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

Map

Description automatically generated40MPH Overthorpe through to Upper Astrop  
30MPH Upper Astrop to Overthorpe

1. Required by the Transparency Code 2014 [↑](#footnote-ref-1)