14th December 2022

Councillors: You are hereby summoned to attend a meeting of the Parish Council on **Monday, 19th December 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**

**19th December 2022**

Join Zoom Meeting

<https://us02web.zoom.us/j/84461314580?pwd=VEZ2ZUdYWUFDWXhQbDF3eFJURjZydz09>

Meeting ID 844 6131 4580  
Passcode 503531

**22/1241** **Apologies for absence**

**22/1242** **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.

**22/1243 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.

**22/1244 Approval of minutes of meeting 21/11/2022** **– attached**

To receive and, if accepted, approve the minutes of the meeting of Council on Monday 21st November 2022.

**22/1245** **WNS/2022/2252/MAR, Land at Waters Lane - attached**To consider residents’ objections regarding amendment to planning to remove affordable housing allocations.

Members’ instruction requested.

**22/1246** **Planning – letters, decisions and applications – attached**

To consider renewal of website contract / potential website format update.

Members’ instruction requested.

**22/1247** **S106 Agreement Thenford Road**To consider a commuted sum to assume responsibility for maintenance.

Members’ instruction requested.

**22/1248** **Millers Way open space**To consider a commuted sum to assume responsibility for maintenance.

Members’ instruction requested.

**22/1249 Adoption of Budget 2023/24**

To adopt the budget for the financial year 2023/24 as proposed by the Finance Committee.

**Recommendation:** Adopt the budget for 2023/24

**22/1250** **Approval of Precept Demand 2023/24**   
To make a precept demand of £*TBC*, to be determined by the final budget adopted, for the financial year 2023/24.  
**Recommendation:** To make a precept demand in line with the adopted final budget.

**22/1251** **Street Lighting Project Update**

Confirmation of completed and outstanding works

Motion 1: To approve phase 1 Complete and 50% balance payment to Lighting installation company £33,645.00

Motion 2: To authorise the Lighting installation company to carry out additional works as per quotation 6691.

**Recommendation:** As per motion 1 and 2.

**22/1252 Website upgrade - attached**  
**Recommendation:** To establish a task and finish group to explore the potential for website upgrade.

**22/1253** **Maintenance works and play areas**

To receive updates regarding maintenance works and reporting file and consider quote for PMR window repairs.

Members’ instruction requested.

**22/1254 VAS update**

To consider a new location for VAS based on data collected.

**Recommendation:** To arrange VAS to be relocated.

**22/1255** **Emergency plan**

To receive information regarding estimated timeframe and potential scope of works for review of Emergency plan.

**Recommendation:** A Task & Finish group to undertake review and update of Emergency Plan & Business Continuity document.

**22/1256** **Authorisation of payments**

To approve and provide dual signatory on payments scheduled November - December 2022.

**22/1257** **Grant allocation protocol**

Establish a Task and Finish group to create a protocol to report to Finance and Policy committee for finalisation ahead of January’s full council meeting.

**22/1258** **Allotments updates, regulations and agreements - attached**

To receive an update regarding allotments and revised regulations.

**Recommendation:** To review and adopt the amended Allotment rules & regulations and tenancy agreements.

**22/1259** **Cemetery – memorials, rules & regulations - attached**

**Recommendation**: To review and adopt amendments to cemetery rules & regulations.

**22/1260**  **Matters for information**

**22/1261** **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.

**22/1262 CCTV and security contracts  
22/1263 Staffing protocols  
22/1264 Winter provisioning**

**22/1265 Open spaces contracts  
22/1266 Cemetery memorial**

**22/1267** **Next meeting** 16th January 2022 – Full Council Meeting. **Signed: Pip Davis** – Clerk / RFO to Middleton Cheney Parish Council.