



MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

13th September 2023

Councillors: You are hereby summoned to attend a meeting of the Parish Council on **Monday 18th September 2023 at 7:15 p.m.** in the Parish Meeting Rooms for the purpose of transacting Parish Council business.

Clerk/RFO

PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

18th September 2023, 7:15pm

Join Zoom Meeting

<https://zoom.us/j/98539883722?pwd=ZjJvT3d6SkFIU3o4TlFveW9LcmFyUT09>

Meeting ID: 985 3988 3722

Passcode: 413868

23/227 Apologies for absence

23/228 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.

23/229 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.

23/230 Approval of minutes of meeting 21st August 2023 - attached

To receive and approve the minutes of the meeting of Council on Monday 21st August 2023.

Recommendation: to approve the minutes of meeting 21st August 2023.

23/231 Receive committee minutes - attached

To receive the signed minutes of Finance and Policy Committee meeting July 2023.

23/232 Planning – letters, decisions and applications – attached

To consider planning applications as outlined on the attached schedule.

23/233 Reports from Ward Councillors

To receive any reports and updates from Ward Councillors.

23/234 Annual Governance and Accountability Return (AGAR), Section 3 2022-23 - attached

The External Auditor's Report has been received with one exception and two other matters.

Recommendation: to approve the report including one exception and members to note two other matters.

23/235 Cemetery audit recommendations

- Stability Testing. Finance and Policy Committee recommendation to use contractor and preferred provider.
- Reservations – the ability to reserve should be removed
- Map – Finance and policy Committee recommendation for mapping system and cemetery management software quotes to be sourced and Clerk to be trained to use these.

23/236 Remembrance events

To consider quotes and arrangements for Remembrance event 2023.

23/237 Christmas lights and events

To consider illumination and decoration options for the Christmas period. To consider hosting or involvement with a festive event.

23/238 Planting and green spaces

To receive feedback from the Parish regarding planting options in the village. To consider planting options.

MIDDLETON CHENEY

Parish Council

23/239 Annual Parish Meeting planning
To receive updates and proposals for Annual Parish Meeting.

23/240 Village maintenance
To consider and approve recommendations from Finance & Policy committee for following items:
Replacement play roof – Finance and Policy Committee recommendation to assess safety of equipment and requirement for repair.
Additional dog waste bin – Finance and Policy Committee recommendation to install new bin at Main Road / Astrop junction next to current litter bin. Recommend bin purchased from previous provider, Broxap to match others in village.
Asbestos Management Survey – Finance and Policy Committee recommendation that a contractor is sourced to carry out asbestos management survey, preference Supernova.

23/241 CCTV policy - attached
To review and approve updated CCTV policy.
Recommendation: to approve updated CCTV policy.

23/242 COSHH policy and procedures- attached
To review and approve attached COSHH-related documents.
Recommendation: to approve all COSHH documents.

23/243 Controller documentation (Article 30 GDPR)
Recommendation of Finance and Policy Committee: Members under Finance and Policy Committee to identify general data handling and use template to create a shared document for updating assessed risks as an ongoing process.

23/244 Data breach log
Recommendation of Finance and Policy Committee: To approve procedure and document for reporting data breaches.

23/245 Earmarked Reserves - attached
Recommendation of Finance and Policy Committee: To dissolve obsolete reserves and update other reserves to reflect financial planning and budgeting of the Parish.

23/246 Authorisation of Payments
To approve and provide dual signatory on payments scheduled August 2023 – September 2023.
Recommendation: to approve schedule of payments.

23/247 Bank mandate changes
To update the mandate to ensure effective authorisation of payments.

23/248 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.

23/249 Assets committee concerns.
To receive update following further representations.

End of exclusion of press and public.

23/250 Matters for information

23/251 Next meeting 16th October 2023 – Full Council Meeting.

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