



MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

EXTRAORDINARY PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

2nd November 2023

Minutes

Present:

Chairman Alan Youel	Cllr Ruth Hoose
Cllr Nina Truman	Cllr Richard Solesbury-Timms
Cllr Mark Allen	Parish Clerk / RFO
Cllr Kristian Burgess	1 Member of the public

Meeting started 19:18pm

23/274 Apologies for absence

Apologies received from Cllr Mills – personal commitments
Early depart Cllr Truman 9pm work commitment, Cllr Solebury Timms 8:15pm work commitment.
On the proposal of Cllr Allen, it was **RESOLVED**: to approve apologies for absence.

23/275 OPEN MEETING

A member of the public explained they could be available for questions.
Cllr Hoose asked for identification of who the current trustees are.
Cllr Solesbury-Timms asked why the member of the public believes there was a mass resignation.
The member of the public stated the remaining trustees had attempted due diligence despite of lack experience with charities. The member of the public described acrimonious internal communications. The member of the public stated their concerns around the governance document being outdated. They stated their opinion that there should be an overseeing body to ensure no monopoly over facilities to keep the site open to the wider parish. The member of the public said their charity records are currently unavailable but will provide any documents on request.

Open meeting closed 19:26

23/276 Members' declaration of interest in items on the agenda

Cllr Burgess declared his interest as the Chairman of the PFA.

23/277 Exclusion of press and public

On the proposition of the Chairman it was **RESOLVED**: 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.

23/278 Communications received from Playing Field Association (PFA) members

To consider recent communications received from members of the PFA.
No legal responsibility or mechanism to influences unless this is directed by the PFA or Charities Commission.

23/279 Legal responsibility to the PFA

Councillors confirmed that, as a custodian trustee and Parish Council, it can't impose any instruction but can encourage courses of action that the PFA decides on by putting forward its support. As a body the Parish Council can offer suggestions however there is no legal obligation for the PFA to take instruction from the Council.

23/280 Arrangements with the PFA

To consider the current arrangements with the PFA pursuant to the 1952 Committee Declaration of Trust and aforementioned legislation.
Most recent meeting of the PFA confirmed intention to establish a working group with the Parish Council to review the PFA governance model. PFA have put members forward, PC confirmed Cllrs Youel, Allen and Solesbury-Timms to represent the Council in the working group. Recommendations effecting either party will be presented to respective organisations' meetings.

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End of exclusion of press and public

Cllr Solesbury-Timms left 20:13pm

23/281 Authorisation of Payments

On the proposition of Cllr Allen it was **RESOLVED**: to approve the payments scheduled September 2023 – October 2023.

23/282 Next meeting 20th November 2023 – Full Council Meeting

Signed:

DRAFT

MIDDLETON CHENEY
Parish Council
PARISH COUNCIL GENERAL MEETING
Venue: Parish Meeting Room
16th October 2023, 7:15pm
Minutes

Cllr Alan Youel, Chairman
Cllr Mark Allen
Cllr Kristian Burgess

Cllr Ruth Hoose
Cllr Nigel Mills
Pip Davis
8 Members of the public

Meeting commenced 19:18pm

23/252 Apologies for absence

Absent with apologies:

Cllr Richard Solesbury-Timms, work

Cllr Rachel Washer, medical

Absent without apologies: Cllr Edward Jerrams Coughtrey, Cllr Nina Truman.

On the proposition of Cllr Mills it was **RESOLVED**: to approve the apologies for absence.

23/253 OPEN MEETING

Members of the public identified that they were present at the meeting due to interests in item 23/259.

23/269 One member of the public stated they had supported the grant application and were willing to support considerations with any questions as they arise.

On the proposition of Cllr Burgess it was **RESOLVED**: to move item 23/259 to directly after 23/256.

Open meeting closed: 19:22

23/254 Members' declaration of interest in items on the agenda

None

23/255 Approval of minutes of meeting 18th September 2023 - attached

On the proposition of Cllr Hoose it was **RESOLVED**: to approve the minutes of the meeting of Council on Monday 18th September 2023.

23/256 Receipt of committee minutes - attached

On the proposition of Cllr Mills it was **RESOLVED**: To receive the signed minutes of Finance and Policy Committee meeting September 2023.

23/259 Playing Fields Association (PFA) "Governance and Operation Review" collaboration

Representations made by members of the public:

A member of the public stated a review of PFA governance needed as a result of financial difficulty. YE 2019/2020 "All but insolvent", reprieved by government grants. Larger cash deficit of the PFA anticipated this year. Maintenance costs are not affordable and the course for the PFA is not steady.

Another member of the public said that how sports club contribute to the PFA needs consideration and indicated bias in this matter as an historic issue. Different types of charitable organisation could be considered to protect trustees and the land. The purpose of the PFA should be reviewed, why its there and for whom.

Another member of the public stated their support for the Parish Council to work collaboratively with the PFA. Some work has already been done but the group needs to look beyond solving financial concerns and review the charity structure.

Another member of the public stated difficulties of sports organisations in securing grants due to lapsed leases.

On the proposition of Cllr Burgess it was **RESOLVED**: to establish a working group of Councillor and PFA Committee members. Clerk recommended 3 members (who can be substituted based on availability if needed). Cllrs Youel, Allen, Burgess and Cllr Solesbury-Timms as a unitary councillor. PFA to be invited by the Council to send representations to join the committee. Balanced numbers of representations from each organisation. Substitutions to be allowed on each sides. 5 weekly meetings commencing 2nd November.

23/257 Planning – letters, decisions and applications



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To consider planning applications as outlined:

[2023/6840/TCA](#) 12 Royal Oak Lane, Middleton Cheney, OX17 2LX – No comments

[2023/7029/FULL](#) 20 High Street Middleton Cheney OX17 2PA – No comments

[2023/6795/FULL](#) 29 Queen Street, Middleton Cheney, OX17 2NP – No comments

[2023/6502/FULL](#) 38 Chacombe Road Middleton Cheney OX17 2QU – repeated from last meeting

[WNS/2022/2252/MAR](#) Land At Waters Lane, Middleton Cheney, Northamptonshire

Cllr Burgess left at 20:15pm

23/258 Reports from Ward Councillors

None received. Cllr Solesbury-Timms is standing down the “Ask a unitary councillor” surgeries to allow for community-based project committee works.

23/260 Review of 2022 Governance Review

On the proposition of the Chairman it was **RESOLVED**: to approve and action the Finance and Policy Committee’s recommendations:

(B) (i) Minute details to be included on Schedule of Payments and Authorisation of Payments.

(ii) Finance and Policy to review all regular expenditure, with end of contract information, at next meeting.

(C) (i) ICC model to be reviewed and updated.

(ii) A person independent of the bank mandate to spot check financial processes by tracking back payments from itemised on bank statement to decision minuted.

(D) Finance and Policy Committee to review funds in Business Saver Account and interest rates at next Committee meeting.

23/261 Internal Controls Checklist (ICC)

On the proposition of Cllr Mills it was **RESOLVED**: to receive October’s Internal Monitor’s report.

23/262 ICC model review

Finance and Policy Committee to create a new ICC model pursuant to Standing Orders, Financial Regulations, Annual Internal Audit Report (AIAR) internal control objectives, Financial Risk Management and Effectiveness of Internal Audit.

23/263 Review of expenditure against budget

On the proposition of Cllr Allen it was **RESOLVED**: Pursuant to Section 17 of Standing Orders, the financial quarter’s expenditure against budget comparison and receipts and payments were received by the Council.

23/264 Disabled Access Audit

On the proposition of Cllr Allen it was **RESOLVED**: to source quotes on features the Council would like to consider changing (*italics on report*).

23/265 Health and Safety Policy – attached

On the proposition of the Chairman it was **RESOLVED**: to adopt the Health and Safety Policy.

23/266 General Data Consents

On the recommendation of the Finance and Policy Committee, Clerk to update consents and report back to Finance and Policy in 6 months. Full Council to include direction to privacy notice information for Council domain emails and postal correspondence.

23/267 Communications strategy

Councillors to expand on some of the recommendations and return to Full Council.

23/268 Parish Council Events calendar and budget

Deferred: Council to decide a repeating annual calendar of events (Remembrance Day, Halloween, Christmas etc.) for Finance and Policy to consider a budget during budget-setting process.

23/269 Grant application



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On the proposition of Cllr Hoose it was **RESOLVED**: To approve the grant application received from Ma-Mites parent-toddler group under the Grants and Donations Policy, deferred until next financial year to allow to be considered in budget-setting.

23/270 Council Office Christmas Closure

Christmas close-down: 22nd December 2023, re-opens 2nd January 2024.

23/271 Christmas lights and events

On the proposition of Cllr Allen it was **RESOLVED**: To engage previous light supplier for solar ½ Christmas trees.

23/272 Matters for information

Cllr Hoose referred to the West Northants bus public consultation. Route 500 may be up for review. Councillors encouraged to send in their views. Previous petitioning letter sent to Stagecoach can be recirculated to village as a guide.

23/273 Next meeting

18th October 2023 – Extraordinary Council Meeting.

20th November 2023 – Full Council Meeting.

Meeting closed 22:05pm

Signed: *Pip Davis*

Clerk / RFO to Middleton Cheney Parish Council.



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FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

1st November 2023

Minutes

Meeting started 19:12pm

1.	Resolution to approve apologies for absence. Apologies for late arrival: Cllr Youel, work commitments Apologies for early depart: Cllr Solesbury-Timms, work commitments On the proposition of Cllr Hoose it was RESOLVED to approve the apologies for absence.
2.	Declarations of interest. None
3.	Approval of minutes of meeting of 4th October 2023. On the proposition of the Chairman it was RESOLVED: to approve the minutes of 4 th October 2023.
4.	Preparation of draft budget for the financial year 2024/25. The Committee have a created and initial draft for the 2023/25 budget (attached)
5.	Review of policies Deferred
6.	Discussion of grant requests received for recommendation to full council. <ul style="list-style-type: none">Almshouses The Committee recommend the grant is not awarded on the grounds it benefits very few. The Committee would like the Council to support the Almhouse charity to seek any appropriate County funding.
7.	Review of contracts and subscriptions. Deferred
8.	Review of funds held in bank accounts and accounts' interest rates. Deferred
9.	Urgent Business . None

End of meeting 21:41.

Signed: **Pip Davis**

Clerk / RFO to Middleton Cheney Parish Council.



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Application Number	Comments due	Location	Proposal	Parish Council Comments
Applications Determined				
2023/6502/FULL	STATUS: Approved	38 Chacombe Road Middleton Cheney OX17 2QU	New garage to side of property and internal alterations	
2023/5371/FULL	STATUS: Approved	3 Glovers Lane Middleton Cheney West Northamptonshire OX17 2NU	Replacement windows and doors, formation of off-street parking and external cladding of the existing annexe.	
2023/7171/TCA	<i>Works to trees (conservation area) No objections</i>	<i>1 Royal Oak Lane Middleton Cheney OX17 2LX</i>	Works to remove tree in the conservation area	
2023/6840/TCA	<i>Works to trees (conservation area) No objections</i>	<i>12 Royal Oak Lane, Middleton Cheney, OX17 2LX</i>	Weeping Silver Birch (T1) to the left as you enter driveway. Plan to fell in order to open up driveway.	
2023/7184/TCA	<i>Works to trees (conservation area) No objections</i>	<i>10 Royal Oak Lane Middleton Cheney OX17 2LX</i>	Works to 1x Tamarix, 1x Magnolia, and 2x Laurel trees in the conservation area	
Applications Received				
2023/6382/FULL	21/11/2023	12 Ashlade Middleton Cheney OX17 2PU	Proposed Single Storey Front and Rear, Two Storey Side Extension with Associated Internal and External works.	
2023/7444/FULL	07/12/2023	10 Glovers Lane Middleton Cheney OX17 2NU	Single storey front extension, insertion of new window and increasing the width of an existing window in the first floor east elevation.	
2023/6081/FULL	03/11/2023	81 Bull Baulk Middleton Cheney West Northamptonshire OX17 2SP	First floor rear extension and related works.	
2023/7675/FULL	06/12/2023	Longacre House Astrop Road Middleton Cheney OX17 2PH	Two storey side extension with dormer roof to match existing to create garage, garden room and hobby room.	
2023/7573/TCA <i>Works to trees (conservation area)</i>	12/12/2023	2 Rectory Lane Middleton Cheney OX17 2NZ	T1- Cherry poor form - Section fell to ground level.	



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need
you!**

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Vision
2050

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Town Centre → Banbury2050.co.uk

**Share
Share
Share**

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Vision
2050

Share your thoughts on the
future of Banbury Town Centre
www.Banbury2050.co.uk

**Tell
us!**

Banbury
Vision
2050

What do you think would make
Banbury a better place for everyone?
www.Banbury2050.co.uk

[Banbury Vision 2050](#)

Working closely with Cherwell District Council, HemingwayDesign and NEW Masterplanning are developing a community led Vision for the **future of Banbury town centre**, but we can't do it without hearing from you!

We all need our town centres, not just as places to shop but places to work, live, study, access essential services and just relax, meet people and have fun. The best town centres respond to the needs of the people who use them, so **we need to know what you think about Banbury town centre**. Why you like it, and how you use it, or why you don't. And most importantly how you think it could be better.

We promise that the future strategy for Banbury will respond to what you tell us, and the more you can tell us the more targeted that strategy will be. So please take the time to share your views via the survey link below, and encourage everyone you know to do the same.

Hard copies of the survey will be available from the Community Hub (Castle Quay Shopping Centre) and translations can also be provided upon request, please e-mail banbury2050@cherwell-dc.gov.uk.



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Tree consultation

Price per tree planted with two seven foot stakes, a cross bar and buckle and mulch at the base.

The trees will have an 8/10cm girth at 1metre up on the trunk and will stand 3metres plus tall. As the trees are 8/10cm girth they will have an immediate presence.

The fruit trees are 1/2 standards and about 2m plus tall.

Wild Cherry- Prunus avium£160
Crab apple- Malus sylvestris.....£135
Field Maple- Acer campestre.....£135
Silver birch- Betula pendula.....£117.50
Hawthorn-Crataegus monogyna£135
Hornbeam- Carpinus betulus£145
Rowan- Sorbus aucuparia.....£127.50
Victoria plum.....£80
Concorde pear.....£80
Conference pear.....£80
Bradley apple.....£80
Stella cherry.....£80
Cox apple.....£80
James Grieve apple..£80

The next step would be to take another look at the sites and decide how many trees you would like planted and which varieties, all the trees from the Wild Cherry down to the Rowan are between 8metres and 25metres at their tallest.

We would then need to design a planting pattern for each site with spacing etc allowing for mowing.

A possible wildflower area on Stanwell play area would also need to be decided on regarding shape and size, the turf removal and wild flower seed sowing will be £800 and the turf could be re-used on site as discussed.

As an example, the Bull ring site could have ten trees in total, four Silver Birch, two Hornbeam, two field Maple and two wild Cherry.

2 Wild Cherry = £320

2 Field Maple = £270

2 Hornbeam= £290

4 Silver birch = £470. = £1350

Add £250 for day rate (potentially more than one site per day)

Total for ten trees planted with stakes and cross bar and mulch +Labour = £1600

When the varieties and amount of trees have been decided, the PC will be invoiced for that amount and the trees ordered, the next invoice would be for the day rate in planting the trees, turf removal etc.



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Authorisation of Payments

Nov-23

Month 8 - Tax Year 2023-24

22/10/2023	DS-ASE-INV-GB-2023-431375822			6.66	1.33	7.99		Memory sticks
06/11/2023	GB378F7QCAEUI			5.49	1.10	6.59		Mop
06/11/2023	GB378SZ96AEUI			6.63	1.33	7.95		First Aid kit
07/11/2023	DS-ASE-INV-GB-2023-459960291	Debit card	Amazon	5.94	1.19	7.13		Padlock
07/11/2023	DS-ASE-INV-GB-2023-459587855			43.30	8.66	51.96		Safety mats
06/11/2023	INV-GB-152344341-2023-270733			15.83	3.17	18.99		Paper
			Air Ambulance	500.00	0.00	500.00		Donation
14/09/2023	INV1110952124	BACS	Go2	29.50	5.90	35.40		Refuse sacks
09/10/2023	KI-73BDE510-0011	BACS	Eon Next			171.74		Electricity supply PMR
13/11/2023	3792			306.25	15.31	321.56		
13/11/2023	3836	BACS	Cherwell fencing ParishOnline	1064.97	212.99	1277.96		Cemetery gate repairs
03/12/2023	34UG044-0003	BACS	Geosphere	220.00	44.00	264.00		Interactive mapping software
26/11/2023	7027	BACS	Shield	147.33	29.47	176.80	4511	Dog waste bin collection
16/12/2023	7066			3872.95	774.59	4647.54		Play area repairs and village maintenance
30/11/2023	INV-25692	BACS	Slade estate services	1496.90	299.38	1796.28	4540-6	Grass cutting October
10/09/2023	85766	DD	Rydal Security	76.78	15.36	92.14		CCTV
08/10/2023	8050816	DD	Hiscox	310.08	0.00	310.08		Insurance
08/11/2023	GBP01044050166833617	DD	Nest	136.39	0.00	£136.39	4020	Pensions
07/11/2023	26642704	DD	O2	22.50	4.50	27.00	4553	Mobile contracts
14/11/2023	885491	DD	Onecom	76.36	15.27	91.63		Broadband
31/10/2023	.	DD	Seimens	103.00	20.60	123.60	4550	CCTV lease
31/10/2023	477084	DD	SGW Payroll	33.50	6.70	40.20	4022	Payroll
19/11/2023	34UG044-0003	DD	Tower leasing	157.00	31.40	188.40	4550	CCTV system, tilt zoom camera, pole
31/08/2023	October	BACS	Sue Cameron				4000	≤Month's salary
30/09/2023	October	BACS	Richard Jerrams Coughtrey				4000	Monthly salary
30/09/2023	October	BACS	Debbie Burdett				4000	Monthly salary

Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk

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30/06/2023	October mid-september-mid- november	BACS	Pip Davis	4000	≤Monthly salary, TBC
		BACS	Pip Davis	4000	≤10% overtime, TBC
			Total	13,918.31	& Salaries

Bank Balances as at 16/11/2023

Community Account	100
Business Premium Account	
360	189,979.56
Business Premium Account 259	

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