



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

PARISH COUNCIL GENERAL MEETING Venue: Parish Meeting Room 15th January, 7:15pm MINUTES

Present:

Cllr Alan Youel, Chairman
Cllr Kristian Burgess
Cllr Mark Allen
Cllr Ruth Hoose

Cllr Nigel Mills
Pip Davis, Clerk & RFO
Ward Cllr Rosie Herring
3 members of the public

Meeting started 19:15PM

24/006 Apologies for absence

Apologies received: Cllr Nina Truman, personal
Cllr Rachel Washer, medical

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

24/007 OPEN MEETING

None

Closed 19:17PM

24/008 Members' declaration of interest in items on the agenda

None

24/009 Approval of minutes of full council meetings 18th December 2024, Extraordinary meeting 3rd January 2024 - attached

On the proposition of Cllr Mills it was **RESOLVED**: to approve the minutes of meeting 18th December 2023
On the proposition of Cllr Allen it was **RESOLVED**: to approve the minutes of meeting 3rd January 2024.

24/010 Receipt of committee minutes - attached

On the proposition of Cllr Burgess it was **RESOLVED**: to receive the minutes of meeting 6th December 2023.

Members received draft minutes of Finance and Policy Committee meeting 3rd January 2024.

24/011 Planning – letters, decisions and applications - attached

No new applications.

24/012 Reports from Ward Councillors*

24/013 ICC

New ICC form to be drafted for Finance and Policy's recommendations.

On the recommendation of Cllr Hoose it was **RESOLVED**: to approve January's ICC.

***On the recommendation of Cllr Hoose item 24/012 was discussed here due to Cllr Herring's delayed arrival to the meeting.**

Cllr Herring:

- Health service have received money from lottery for a pilot scheme. Focus of scheme is improvement for elderly residents due to current statistics revealing locality has highest number of over 75s of all West Northants. Cllr Herring encouraged projects to make contact with her.
- Warm welcoming spaces are encouraged to register with WNC, funding is available (can contribute to heating bills). Cllr Herring stated this is an important initiative to encourage "community".
- Men in Sheds – Brackley. Trying to base a shed at Evenly Wood, requesting donations from HS2 suppliers.
- Upcoming site visit to Tiffield where a new SEN school is due to open 2025.
- WNC Budget focus, current consultation. All are encouraged to comment. Unitary has a deficit which is being addressed but are avoiding cutting services. Some county councils less stable.

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- Question posed by Cllr Burgess: Planning – is it speeding up?
Cllr Herring advised any residents can direct their concerns on specific matters to her. Vacancies slowly being filled however there are still substantial recruitment concerns.
- Local Plan work continuing. Possibility to propose a relaxing of the policy if villages wish (for example, allow some development incrementally). Land supply to look to smaller villages who may wish to develop.

24/014 Quarterly Budget Review

Members reviewed current income and expenditure against budget comparison. No new questions or actions.

24/015 Pension and Retirement Policy

On the proposition of Cllr Mills it was **RESOLVED**: to adopt the to adopt the Pension and Retirement Policy, minor phrasing error to be corrected.

24/016 Village / Parish Council website

Cllr Allen to generate a short brief to identify requirements for new website. Endeavour to circulate within 2 weeks. Council identified the potential to use existing website software provider after 3rd party provider contract expires in the interim while options are explored without pressure to make imminent long-term decisions.

On the proposition of Chairman it was **RESOLVED**: to use existing website software provider in the interim while investigation is undertaken into other options.

24/017 Appointment of candidate to fill casual vacancy by co-option

Peter Cook was automatically co-opted to fill a casual vacancy, as an eligible candidate with equal or greater number of vacancies than candidates. Declaration of Acceptance of Office signed by candidate and witnessed by the Clerk.

A vote of the council was held with majority.

24/018 Authorisation of Payments – attached

On the proposition of Cllr Burgess it was **RESOLVED**: to approve schedule of payments December 2023-January 2024.

24/019 Exclusion of press and public

On the proposition of the Chairman, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press were 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.

Meeting delayed due to member of the public.

24/020 Trees and planting options - attached

On the proposition of Cllr Mills it was **RESOLVED**: to determine full cost of sourcing of trees independently and receive further quotes for watering. Councillors identified potential to request an Extraordinary Meeting of the Council to enable a decision within planting window.

Meeting re-opened to public.

24/021 Next meeting

7th February 2024 – Finance and Policy Committee

19th February 2024 – Full Council Meeting.

Meeting ended 21:20PM

Signed: *Pip Davis*

Clerk / RFO to Middleton Cheney Parish Council.



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FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

7th February 2024, 7PM

MINUTES

Present:

Cllr Mark Allen, Chairman of Committee

Cllr Ruth Hoose

Cllr Nigel Mills

Cllr Peter Cook (Non-committee member)

Pip Davis, Clerk and RFO

Meeting started: 19:07PM

1.	Resolution to approve apologies for absence. Apologies received: Cllr Youel, work commitment Absent without apologies: Cllr Burgess. On the proposition of Cllr Hoose it was RESOLVED : to approve apologies for absence.
2.	Declarations of interest. None
3.	Approval of minutes of meeting of 3rd January 2024. On the proposition of Cllr Allen it was RESOLVED : to approve the minutes of meeting 3 rd January.
4.	Play area maintenance <ul style="list-style-type: none">To consider replacement cost of swing at Stanwell Park. Defer to full council meeting when comparative quote has been received.
5.	Hearing loop quote <ul style="list-style-type: none">To consider quote and options for installation of a hearing loop at the Parish Meeting Room. Clerk to query: Options for audio feed direct to streamed meetings (through laptop). Is interference eliminated with either option?
6.	Review of contracts and subscriptions. The committee identified schedules for seeking quotes on upcoming ends of contracts. Clerk to seek comparative quotes to be considered by Finance and Policy Committee to makes its recommendations to Full Council.
7.	Review of funds held in bank accounts and accounts' interest rates. To review at next committee meeting: Potential for new EMR for "cost of living" subsidy to address excess of general reserves. Review investment options for EMR accounts.
8.	Review of policies <ul style="list-style-type: none">Schedule of Charges and Fees – Clerk (attached).Subject access request – Cllr Youel DeferredTransparency Code compliance – Clerk Confirmed complianceWebsite accessibility Statement – Cllr Allen Should be reviewed annually. Assessment of website against guidelines. Accessibility report and draft statement to be brought back to next F&P meeting.AGAR for prior year – Cllr Mills confirmed status on website.Allotment rules – Cllr Hoose to confirm statusData Breach Log – Cllr AllenDeeds of all land holdings – Cllr Hoose Recommend for adoption.



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	<ul style="list-style-type: none">• Lettings charges and hiring policy – Cllr Mills. Currently have conditions of use for PMR document. Clerk to send digital copy. <p>Clerk to add to next committee agenda Annual PCM policy items for review.</p>
9.	Review of Internal Controls Checklist Internal monitor to confirm happy to proceed with new layout. Recommend to full Council, trial in April.
9.	Urgent Business. Clerk provided update about use of funds to cover emergency village maintenance/security.

Signed:

Dated:

DRAFT

Application Number	Comments due	Location	Proposal	Parish Council Comments
Applications Determined				
2023/6382/FULL	STATUS: Approved	12 Ashlade Middleton Cheney OX17 2PU	Proposed Single Storey Front and Rear, Two Storey Side Extension with Associated Internal and External works.	
2023/7029/FULL	STATUS: Approved	20 High Street Middleton Cheney OX17 2PA	Two storey extension to the north east elevation and single storey extension to the south-east elevation . Alterations to existing porch, garage conversion and partial demolition of boundary wall.	
NMAs and TCAs				
2024/0166/NMA	N/A	115 Main Road Middleton Cheney OX17 2PW Middleton Cheney	Non-Material Amendment to 2023/5003/FUL Loft conversion including rear box dormer and raising of existing ridge height. Two number front elevation pitched roof dormers]. Amendment sought: Replace tiles with composite cladding and gable ends to be rendered.	
2024/0517/TCA	N/A	6 Queen Street Middleton Cheney OX17 2NP	T1 - Maple - Reduce height T2 - Sycamore - Reduce height, Install x1 (4 Ton) cobra cable brace. Sever ivy and inspect main union.	
2024/0299/TCA	N/A	Fernleigh 6 Rectory Lane Middleton Cheney OX17 2NZ	Works to 1X tree and bush and works to remove 1X tree	
2024/0261/TCA	N/A	19-21 Main Road Middleton Cheney OX17 2 ND	13 Leylandi trees /sticks of various sizes - removal to ground	
2024/0260/TCA	N/A	6 Glovers Lane Middleton Cheney OX17 2NU	T1 - Prunus (Small) - Section fell to ground level to avoid further damages to phone line	
2024/0211/TCA	N/A	Rose Cottage 12 Rose Hall Lane Middleton Cheney OX17 2NQ	Works to remove 1x Holly bush and 3x small trees in the conservation area	
2024/0111/TCA	N/A	5 Meadow Drive Middleton Cheney OX17 2PT	Works to a group of 5x Common Lime trees in the conservation area	

Application Number	Comments due	Location	Proposal	Parish Council Comments
Applications Received				
2024/0468/FULL		99 Main Road Middleton Cheney OX17 2PD	Single storey front extension	
2024/0452/FULL		Church View Stables, Warkworth Road, Middleton Cheney, OX17 2JH	The erection of a single dwelling to replace two separate dwellings	
2024/0441/FULL		109 Main Road, Middleton Cheney, OX17 2PD	Proposed Pitched Roof with Associated Internal and External works and Staff welfare modifications.	

Your guide to supporting the Home Upgrade Grant – Phase 2 (HUG2)

Households are struggling with rising energy bills. Vulnerable residents are facing impossible choices to try and keep warm right now and worrying about winters to come.

Home Upgrade Grant – Phase 2 (HUG2) helps to fund home energy improvements for households struggling with energy bills.

Could you help share this information with vulnerable residents who you come into contact with?

This guide is to help you share information within your community.

The more people we tell, the more households could benefit from this much-needed support. The scheme finishes on the **31st March 2025, with applications likely to close before December 2024**. It can take several months before improvements are made due to the application process so please encourage residents to [apply](#) as soon as possible. An overview of the Customer Journey is shown below.

Contents

- What is HUG2?
- What energy saving improvements can residents get for their home?
- Who can apply for HUG2?
- How to introduce the programme to your community
- Answering questions about the programme
- How can I find out more?

What is the Home Upgrade Grant?

Home Upgrade Grant (HUG2) is a new Government grant scheme designed to fund energy-efficiency upgrades to residents with heating systems that are not fueled by mains gas, who are most likely to be impacted by the high cost of rising bills. It is a government grant which could see households receiving home energy improvements at no cost to them. These improvements will help residents to use less energy and spend less on their energy bills.

The works completed will be designed to maximise energy and carbon savings for residents and reduce home energy use and associated bills.

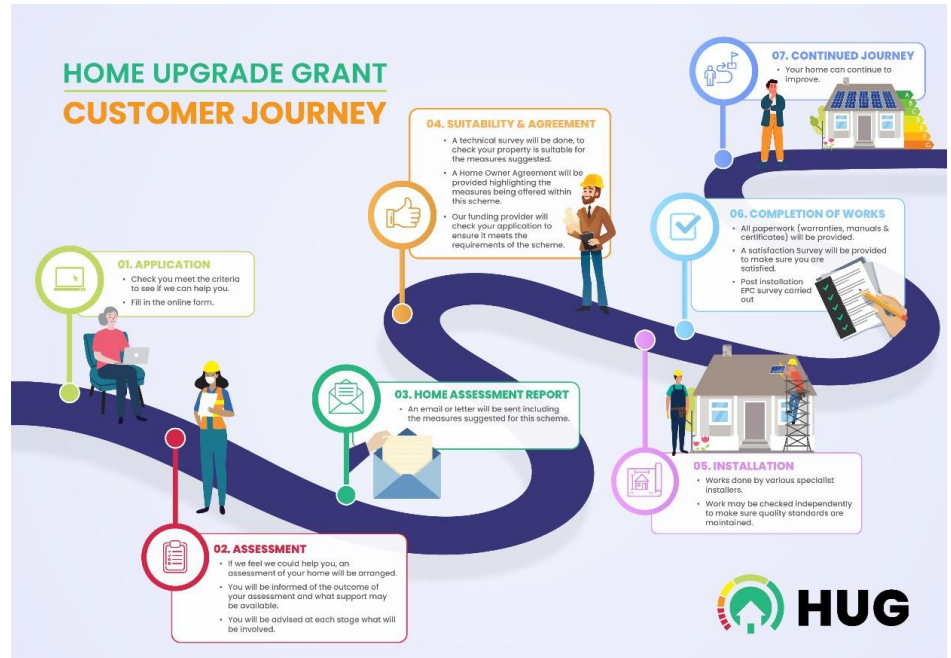
What energy saving improvements can residents get for their home?

Energy and cost-saving upgrades that eligible residents could get for their home include (but is not limited to):

- Insulation and ventilation upgrades
- An upgrade to a low carbon heating system (the new heating system cannot include a gas or oil boiler)
- Heating Controls
- Energy Efficient lighting

Who can apply for HUG2?

The Home Upgrade Grant Phase 2 (HUG2) is open to home-owners and private tenants in: Homes not heated by mains gas which includes oil, coal, LPG or only electric heating.



AND

Households with a combined gross annual income of less than £31,000 OR receiving certain income-related means-tested benefits such as Universal Credit OR living in an area of Index of Multiple Deprivation (IMD) 1-3. Residents should be notified if they are likely to live in an IMD eligible area. Eligible postcodes are listed by local authority [here](#).

AND

Hard to heat homes – this is based on a home Energy Performance Certificate (EPC). Eligible homes are EPC Band D, E, F & G. Residents will be helped with this part of the assessment and receive a free EPC assessment if they do not have one already.

Funding is only available for privately rented properties where the tenants meet the eligibility criteria. Some exclusions apply, e.g. funding is only open to landlords who have 4 or less properties, unless they are owned by charitable organisations. Landlords will be required to contribute a minimum of one third towards the cost of the upgrades in addition to the grant provided. Costs and the contributions expected from the landlord will be agreed prior to commencement of work.

Households with incomes marginally higher than the stated thresholds but with circumstances that leave them vulnerable to fuel poverty should enquire about their eligibility when applications open. There is also the ability to infill otherwise non-eligible properties (e.g. social housing or not financially eligible) if a cluster of homes meets the conditions of the scheme.

0800 107 8883

www.hugapply.co.uk



Area-based approach

HUG2 aims to be an area-based scheme, targeting specific areas where it is believed there will be the highest density of eligible residents that could benefit from the scheme. This is the most cost-effective and efficient way to work, allowing installers to work in a specific cluster of homes or on specific streets, such as a row of terraced houses, reducing the transport of staff and materials required. Your local authority contact will inform you which areas they are targeting.

How to introduce HUG2 to your community

Neighbourhood groups, community networks, GP surgeries, pharmacies, job centres and places of worship all have an important role in helping to spread the word about this vital programme. If you work or volunteer in a place where you are likely to meet residents who may be struggling with energy bills, please talk to them about the HUG2. Your local authority contact will provide you with the relevant materials for your area which will have information available on how to apply and find out more information.

Put up a poster

Display a poster in your venue. Print the poster in your pack or contact your local authority or the HUG2 team who will be able to arrange poster(s) to be sent to you. See example of poster.

Hand out flyers

Hand out our flyers or make them available for local people in your venue. Print out flyers in your pack or contact your local authority or the HUG2 team who will be able to arrange flyers to be sent to you. See example flyers.

Promote via your digital channels

Could you share information on your website, social media channels or in your email newsletter?

We can provide social media graphics ready to share as well as sample copy for your website.

Starting a conversation

Here's some pointers to starting a conversation.

"Did you know, if you're struggling with energy bills, you might be able to get home energy improvements at no cost to you to make your home more energy efficient."

"This helps to protect you from rising energy bills and keep you warm at home. It could really make a difference for next winter."

"Check if you're eligible now."

"It's for households with an annual income of less than £31,000 living in energy inefficient homes."

"I can find out if your postcode qualifies you instead?"

"Even if you rent, you could still be eligible for upgrades. Your landlord needs to make contributions. These would be agreed before any work starts."

"There's a quick form to fill out - I can help you do this today if you like?"

Answering questions about the programme

Households will have questions about the programme. Here's answers to some of the most frequently asked questions. Please also use the Customer Journey and explainers below which should assist with some of the questions.

Is it for me?

HUG2 is for households with off gas heating and who struggle to pay their heating bills and keep their homes warm in the winter. This is assessed by whether residents live in energy inefficient homes (determined by the EPC rating of the home) and financial eligibility, usually gross household income being less than £31,000 or having a postcode in an area of Index of Multiple Deprivation (IMD) 1-3. Residents will be helped with this part of the eligibility process during application.

You can help residents to check if they live in an IMD area [here](#).

What should I expect?

The first step is to check if your household is eligible and then you'll get a home visit to see what measures will be the most effective. Once you've agreed on the right improvements, a trustworthy and professional supplier will do the work. The HUG Customer Journey can help you understand the steps involved.

0800 107 8883

www.hugapply.co.uk



local scheme
delivered by
AgilityEco

Department for
Energy Security
& Net Zero

More information on each step in the process can be found at

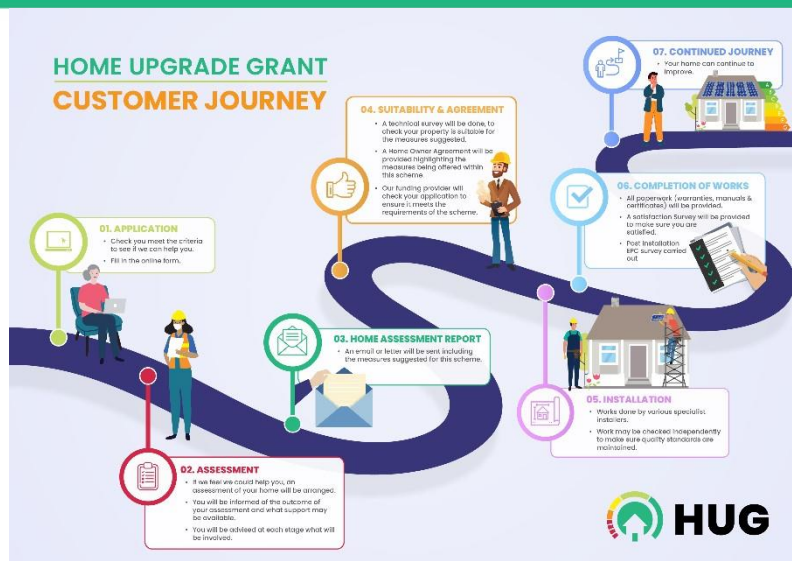
[hugapply.co.uk/2023/08/11/customer-journey/](https://www.hugapply.co.uk/2023/08/11/customer-journey/)

How long does it take?

It involves improvement works to homes and whilst the process can take several months to go through the funding approval, installation timescales are quicker. This isn't an immediate fix, but it will help households get ready for next winter.

Who will be involved?

Agility Eco is the delivery partner in your area and they are responsible for organising the process, as outlined in the Customer Journey. Qualified Retrofit advisors will conduct the initial whole-house survey and TrustMark accredited installers will undertake technical surveys and installations for energy efficiency measures.



More information on who is involved at each stage in the process can be found at

[hugapply.co.uk/2023/08/11/customer-journey/](https://www.hugapply.co.uk/2023/08/11/customer-journey/)

What kind of home energy improvements does it include?

It depends on what your home needs. It may include insulation or ventilation upgrades; an upgrade to a new low-carbon heating system; heating controls; an energy efficient hot water solution; PV solar panels; or energy efficiency lighting. You will receive a whole house retrofit plan with recommendations on the improvements that will be the most effective for your home. You'll then approve the recommendations you'd like to have installed.

How can I find out more about HUG2?

Please ask your local authority if you have any questions or would like any of the materials referenced in this document. E-mail: Please input your e-mail address
Phone: [Please input your phone number](tel:Please input your phone number)

For more information and applications: <https://www.hugapply.co.uk/>

Or call the Energy Saving Trust HUG2 application line: 0808 1968255

More information about HUG2, including eligibility requirements is available on the Department for Energy, Security and Net Zero website: <https://www.gov.uk/government/publications/home-upgrade-grant-phase-2>

24/030 Review of Standing Committee memberships

Human Resources Committee

Cllr. Mark Allen (Chair)
Cllr. Alan Youel
Cllr. Richard Solesbury-Timms
Cllr. Edward Jerrams Coughtrey
Cllr. Nina Truman
Cllr. Ruth Hoose

Finance & Policy Committee

Cllr. Mark Allen (Chair)
Cllr. Kristian Burgess
Cllr. Ruth Hoose
Cllr. Kristian Burgess
Cllr. Nigel Mills
Cllr. Richard Solesbury-Timms
Cllr. Alan Youel

Planning & Highways Committee

Chair - Unappointed
Cllr. Kristian Burgess
Cllr. Richard Solesbury-Timms
Cllr. Nigel Mills
Cllr. Rachel Washer

Amenities Committee

Chair - Unappointed
Cllr Rachel Washer
Cllr Kay Stevens
Cllr Nina Truman
Cllr Kristian Burgess

The clerk is an ex-officio member of all committees with no voting powers.

Induction for new Middleton Cheney Parish Councillors

Welcome

Congratulations on being elected or co-opted as a Parish Councillor and welcome to Middleton Cheney Parish Council.

This document is to help you understand your role and obligations as a councillor and to explain the rules and procedures for council business. If you have any queries during your term of office your first point of contact is the Parish Clerk who can be contacted Pip Davis, Parish Clerk, Email: clerk@middletoncheney.org.uk

Preliminaries

Declaration of Acceptance of Office

Once elected/co-opted, you must sign a Declaration of Acceptance of Office which validates your appointment and confirms that you agree to fulfil your duties of office, including maintaining a level of behaviour whenever you are on Council business, this is outlined in the Code of Conduct

The Code of Conduct is based on the 7 principles of public life (Nolan Principles, see Appendix).

Councillors have a duty to disclose their interests that are pecuniary or otherwise relevant, as part of this Code..

Members of the public can make an official complaint if they believe the behaviour of a member has breached the Code of Conduct. Conduct complaints are submitted to the Unitary Authority for investigation. The signing of your Declaration of Acceptance of Office may be done in the Parish Office or immediately prior to a Council meeting. It should be done in the presence of the Clerk.

Register of Interests

As a councillor you are required to complete a Register of Disclosable Pecuniary Interests which is held by the Clerk, You are required to declare interests held by yourself and your spouse/civil partner under the following headings:

- Employment;
- Sponsorship;
- Contracts held with the Council;
- Land held in the parish (owned, rented or leased);
- Licences;
- Tenancies;
- Securities and Capital held in bodies which have a place of business in the parish;
- Gifts and hospitality.

Getting Started

Email

Once the Declaration of Acceptance of Office and Register of Interests has been completed you will be issued (by the Clerk) with a Parish Council specific email address and you will be required to use this for all official Parish Council correspondence with the Clerk, other councillors, residents and others.

Due to General Data Protection Regulations all Parish Council related correspondence should be made through this address; personal/work email addresses must not be used.

Induction training

Following your appointment you will be allocated a mentor (a more experienced councillor) whose role is to meet with you and talk through the key points in the induction pack, to try and answer any questions you may have and to explore your experiences and skills and how they may be best put to use in the council and committees. Your mentor may also be able to help in reviewing queries on agenda items prior to meetings, providing background information on any key items being discussed, reviewing the outcome of meetings or an agenda item with you. The mentor's role should last between six and twelve months. The mentor will be available as an informal resource if queries or issues arise in your first months as a councillor,

You will be expected to attend the Full Council meetings once a month but you also may wish to observe a Committee meeting to see how they operate before joining one. You will be expected to join two Committees if possible.

In the first few weeks of becoming a councillor you will be encouraged to meet with the Clerk to talk through her role and responsibilities and discuss how she can support you in your new role.

You will also be offered introductory training courses. These are offered by NCALC the (Northamptonshire County Association of Local Councillors) and are mostly online courses with options for day time or evening sessions. The 'Off to a Flying Start' course is strongly recommended as a good introduction to the role of a parish councillor as is the 'Finance for Councillors'. If you inform the Clerk she will book you onto the courses and you will then receive email instructions of how to access the course..

The Clerk will also provide with the full list of NCALC courses for the coming twelve months and you are encouraged to take on other courses which you think could be relevant to you in your councillor and committee member roles.

Another useful induction exercise is to visit another local Parish Council to observe how they operate or just to look at their websites.

Website

The Parish Council has a website which includes which includes details of up and coming meetings, agendas, minutes and council policies, documents and other resources.

<https://www.middletoncheney.org.uk/>

Roles and Responsibilities

Statutory Powers and Duties

All Parish Council activities must be linked to a legal 'power' (something they choose to do) or 'duty' (something they are obliged to do). In all cases, both Councillors and Officers must work within the law. The Clerk will act as advisor to the Council to ensure that it always acts legally. Any activity undertaken ultra vires could have legal/financial consequences.

The Role of Councillors

Councillors are collectively responsible for making Council policy, for which they are accountable to the electorate. Councillors are not directly involved in the day-to-day provision of services to the public. This does not of course mean that there should be no contact between Councillors and the Clerk

Councillors may often find that they are asked by electors to pursue matters on their behalf. However, Councillors have no executive authority, and will need to deal with all matters either through their collective Council membership or in liaison with the Clerk concerning a local problem. It therefore follows that there are no circumstances where an individual Member can issue an instruction to the Clerk or a Contractor. Likewise, a Councillors must never act 'on behalf of the Council' in the organisation of any function or service. Particular care should be taken in letters/comments to the press, to ensure they understand that you speak as a 'Councillor in a personal capacity' and not on behalf of the Council as a whole. Generally, the Clerk, on behalf of the Council issues press statements.

The Role of the Clerk

The Clerk is the Officer of the Council providing objective advice and ensuring that the Council is operating within the law. They are also the executor of Council policy, i.e. they carry out the instructions of the Council. Some of their main responsibilities include:

- Arranging meetings; including the writing of agendas, supporting paperwork and reports, minutes, publications etc.
- Responding to correspondence sent to the council.
 - Actioning any decisions made by the Council.
 - Researching into potential projects, issues raised, strategic plans.
 - Event planning/facilitator/marshal.
 - Project manager; facilities manager; services manager.
- To line manage other members of staff.
- To undertake any decisions delegated by the Council, particularly in urgent/emergency situations.

It should be noted that many Clerks are also the Responsible Finance Officer (RFO) of the Council and are also responsible for the Council's finances, ensuring that they are managed in line with the Financial Regulations and relevant legislation.

The Role of the Chair To preserve order and manage the running of council meetings. Also, to be the figurehead for the Council at civic events. The Chair is elected by the Council. Some of their main responsibilities include:

- Liaising with the Clerk regarding the setting of agendas.

- Managing discussion at meetings ensuring that all members get the opportunity to put forward their comments/points of view and that voting is undertaken in line with Standing Orders.
- To make the casting vote at meetings when there is an equality of votes.

Meetings

You can only attend your first meeting once you have completed your Declaration of Office and your Register of Interests.

You will receive a summons to attend meetings. This will be sent by email (at least three clear working days before the meeting) and will include an agenda for the meeting and a web link to the pre-reading papers. You should familiarise yourself with these items prior to the meeting. You will sometimes notice that a report paper is marked 'CONFIDENTIAL'. Any information on such a report is to be treated as confidential and should not be divulged to anyone who is not a member of the Council; where the paper relates to a Committee meeting this may also include other councillors who are not members of that particular Committee.

If you wish to have an item included on an agenda for discussion, please contact the Clerk. If you cannot attend a meeting, you should submit your apologies, as soon as possible, to the Clerk, specifying the reason for your absence. This will be reported and voted on by the Council at the meeting.

The Council has a fifteen -minute public session at the beginning of every meeting; where members of the public can attend to express their view on matters relevant to the agenda or the parish in general.

Full Council Meetings

Meetings are generally held on the third Monday of each month, they take place in the Parish Meeting room and commence at 7.15pm (unless otherwise specified). Some items will appear on the agenda each month e.g. planning applications, reports from Outside Bodies and Committees, etc. Other irregular items will be project work, consultations from Unitary Council, issues raised by residents etc.

Annual Meeting of the Full Council

The Annual Meeting of the Parish Council is held in May. Its main purpose is to formalise policies and procedures for the year ahead. The agenda must include certain items, which includes:

- The election of the Chair and Vice-Chair for the year;
- Confirmation of the Council's Standing Committees;
- Appointment of members to the Standing Committees;
- Appointment of representatives to Outside Bodies.

Standing Committee Meetings

Parish Council members will normally be expected to serve on at least two of the committees appointed by the Full Council to carry out the day to day running of the various amenities that are the administrative responsibility of the parish. You will receive copies of all agendas, and most papers, relating to the Council's Standing Committees. All recommendations made at Committee meetings must be considered and adopted by the Full Council, unless specific authority is granted by the Full Council to a committee to make a decision. If you have been formally appointed to one of these Committees, you will be expected to attend (the summons will list your name). These include Finance and Policy, Human Relation, Highways and Planning.

Task and Finish Groups

The Parish Council makes use of less formal groups called Task & Finish Groups to aid the process of information gathering and free discussion in order to support their governance decisions. These groups can benefit from the presence of residents who are not councillors and from external consultants. While less formal than Council and its committees, they are nevertheless formally constituted with terms of reference, statements of aims and other agreed characteristics. T & F groups may be formed for limited periods and will report to the relevant standing committee or Full Council.

The Annual Parish Meeting is a meeting of open to the residents of the Parish which must be run and paid for by the Parish Council, but it is not a formal council meeting. The purpose is to enable the electors to discuss parish affairs and is a good opportunity for the Parish Council to report on their actions over the past year also for community groups to provide reports on their activities. Any registered elector may ask a question of the Council (often submitted in advance).

Minutes After each meeting minutes are issued by the Clerk usually within eight working days of the meeting. They will also be published on the Parish Council's website. All Councillors should read these minutes and report any discrepancies back to the Clerk as soon as possible.

Other Assistance

Reference Information and Further Reading

All new councillors will be provided with online access to the following documents forming an induction pack via the Parish Council website

- Standing Orders
- Financial Regulations
- Committee Structure and Terms of Reference and Delegations Document
- Code of Conduct and the 7 Principles of Public Life
- Guidance document on the Code of Conduct and Register of Interests
- Calendar of Council Meetings
- NALC publication Good Councillors' Guide
 - A list of Statutory Powers and Duties
- Latest Precept leaflet and accounts
- Latest Parish Council newsletter 'Cheney Chatter'

Appendix

The following is a list of principles, should govern the conduct of Councillors.

The accepted code of conduct for those in public life called the Seven Principles of Public Life or the Nolan Principles:

- **Selflessness** – Holders of public office should act solely in terms of the public interest.
- **Integrity** – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** – Holders of public office should be truthful
- **Leadership** – Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Selflessness

Councillors should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Integrity

Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

Councillors should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

Councillors may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

Councillors should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

Councillors should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

Councillors should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

DRAFT

24/033 Community Event – September 2024

Middleton Parish Council Events Task and Finish Group

Main Points

It was agreed that a village event organised or coordinated by Parish Council would provide an opportunity for a variety of village organisation to come together and provide a focus for the community

It was felt that the Parish Council must consider the scale and extent of any event in the coming year so as not to overstretch councillors' resources. If the 2024 is successful, that a more ambitious events could be organised in future years

That the exact timing of the event should be carefully considered so as either to not to clash with other village events or to be coordinated to dovetail in with other village events.

Village organisations are contacted to ask for their views on contributing to an event and asked to identify what events the organisation already have on their calendars. Mid-September was identified as one possible time depending on decision on nature of event and any clashes

If possible, that the village green, village hall and car park should be considered as the central venue for the event. (The plan to provide a long term power source to the green would be an enormous benefit in an organising event).

The possibility of some form of Community Fair would provide opportunities for a number of village groups to participate and show what they do

It was agreed that while the Parish Council did not seek to raise revenue for itself from the event other village groups may take the opportunity to raise funds

A limited budget, with agreement of the Parish Council, could be available to underpin the event

Possible participants include: Gardening Club, Tai Chi, Football, Tennis, Cricket Clubs WI, Pipe Band, Dogs for Good, Church, Lynden Players, Art Group, Model group, British Legion, Dance School, local Schools, Community Police, Nature Reserve, Pre-school, Scouts & Cubs, Marmites, Library, local businesses.

24/033 Community Event – September 2024

To receive, consider and approve a proposal for a community event in Autumn 2024 to be coordinated by the Parish Council. If event is approved to agree a budget allocation to support the running of this event.

Proposal to organise a Community Fair on Sunday 22nd 12.00 -3.00pm to provide an opportunity for village groups to participate, promote their organisations and provide some entertainment for families

Groups to provide stalls, activities for adults and children, displays, performances, (Bouncy castle could be provided by PC)

Venue to be the Village Green, The Village Hall with use of Village Hall carpark and facilities

Contact was made with most village groups and response was very encouraging with majority replying and expressing a willingness to take part and no clashes with other events were identified

If agreed by Council, a letter will be sent out in late March inviting all local community groups to confirm participation, explain it will provide an opportunity for fund raising, promotion of group and ask for details of their needs and what activity they wish to contribute to the event. Letter will ask for response by mid-April to provide an update to April Full Parish Council Meeting

Areas for organising group to consider include: coordination of the activities, insurance, parking, traffic management, refreshments, power source, wet weather plan, decoration of Green, budget

If Parish Council agree to proceed, an event budget of £500 is requested to cover purchase of resources, advertising and other expenses

23/034 Community Event Partnership – Easter 2024

Chenderit School Association has requested the Council consider partnership with the Association to support an activity trail for Easter 2024. This has been organised and will be staffed by the Association. Support from the Council may be through publicity and access to some resources.

**MIDDLETON CHENEY PARISH COUNCIL
GRANT REQUEST**

APPLICATION FORM

This application must be received by:

1.	Name of Organisation/Club	MIDDLETON CHENEY TENNIS CLUB (MCTC)
2.	Address	<u>Astrop</u> Road, Middleton Cheney, OX17 2PF
4.	Are you a registered charity? If Yes: Registered Number	No
5.	Contact's Name and Position (Please print)	HELEN HARMAN - MCTC Chairperson
12.	Contact Details:	Telephone Number: 01295 712073 Mobile Number: 077951 96306 Email Address: helen.h.harman@hotmail.com
3.	Amount requested	£1,780
6.	For what purpose or project is the Grant requested?	<p style="text-align: center;"><u>Maintenance for 3 Courts to include:</u></p> <ul style="list-style-type: none"> • Moss and algae treatment • Infill and repair of any damage to the court surface • Specialist soft wash (preventing surface damage) • Application of a court binder • Colour spray the courts green and apply the white tennis lines
7.	Total cost of the above project?	£10,680 (Three quotes have been obtained and we have chosen our preferred contractor)

8.	If the total cost of the project is more than the grant, how will the residue be financed?	MCTC will fund the outstanding balance.
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No
10.	Who will benefit from the project?	All current and potential new members of the tennis club, including adults and children (junior coaching commences from 4 years old)
11.	Approximately how many of those who will benefit reside in Middleton Cheney?	It is anticipated for the 2024 season about 100 residents of Middleton Cheney will benefit from the improved court surface.

You may use a separate sheet of paper to submit other information that you feel will support this application. **Same attached**

Signed..... *Helen Harman* Date.....13/2/2024.....

HELEN HARMAN

Request for funding support - In May 2022, MCTC approached the Parish Council for a contribution towards replacing our perishing tennis fencing but were sadly unsuccessful. Unfortunately due to the high number of applicants, we also didn't receive a Community Grant Fund from West Northamptonshire Council.

Now urgent court maintenance work has had to take priority and the planned fencing work has been put on hold. It is nearly eight years since the double courts were resurfaced and even longer for the single court. All three courts have superficial areas that require refurbishment and also repainting, to preserve the life of the macadam surface and more importantly to prevent slipping. Along with this, there is also a major issue with moss and algae growth which is not only a health and safety risk from slipping but will ultimately erode the court surface. Despite the club applying moss treatments as recommended by the LTA, there has been very little impact and more specialist treatment is now required.

Apart from improving the cosmetic appearance of the courts, it is imperative this work is carried out as soon as possible, not only maintaining the court surface but to ensure a safe non slip surface for both children and adults.

MCTC would be very grateful if the PFA would consider contributing £1,780 towards the project. This amount would be equivalent to paying the VAT of the total project cost. MCTC will cover the project shortfall from its fund. However we are very aware, that we will have to resurface our single court in the near future, so need to maintain our sinking fund.

Reasoning to support - MCTC can't compete with the other larger tennis clubs in Banbury and Brackley with regard to the facilities offered. However we do aim to be a very friendly club, being more accessible by offering more affordable membership fees.

This year MCTC will again be offering a half price annual adult membership for just £45.

Also new for 2024 we are introducing a family membership for the school summer holidays. This offer for a 9 week period would run from 15th July until 15th September at a rate of £60, or £45 where there is one parent. Usually an annual family membership would be £180.

MCTC want to make tennis more inclusive and are in the initial planning stages of being able to provide an adult group based on "**Walking Tennis.**" This is not currently offered at any of the other Clubs in Banbury or Brackley and we believe is the first "Walking Sport" in the village.

The initial free taster sessions, will give villagers the opportunity for physical exercise and to:

- Possibly play tennis for the first time or they may have played bat and ball as a child but not since
- Catch up on some rusty tennis skills
- Try tennis at a more relaxed pace perhaps due to a disability/after recovering from an illness, (which they may feel limits them from keeping up with everyone else)
- Take part in an activity within the village so minimising driving - perhaps cycling or walking

The Walking Tennis groups will also have the added social and psychological benefits for those:

- Lacking confidence or slightly apprehensive joining a sports club or exercise group
- Recently moving to Middleton Cheney and wanting to meet people
- Looking for a social opportunity to have some exercise, a natter and a cuppa afterwards

24/036 Trees and planting options - attached

To receive information from Cllr Washer regarding WNC Tree Strategy, following workshop attendance. Review of project plan, to consider any quotes.

Option 1

Northamptonshire individual.

Supply of trees, shrubs and bulbs, planting accessories, labour.

Labour £2,125 Materials £8,238.00

TOTAL £10,363

SITE	Trees	Other planting / materials	Labour	Delivery	Total
Stanwell	Supply: 8 Silver Birch (<i>Betula Pendula</i>) 2 Field maple (<i>Acer campestre</i>)	<ul style="list-style-type: none"> Stake with two posts, crossbar and strap. Loose bark mulch at base. Supply British wildflower seeds 	<ul style="list-style-type: none"> Planting supplied trees Remove and relocate turf (against new fence). Prepare ground, sow general meadow seed mix 		£1,700.00
Home Close	Supply: Shrubs* and Witch hazel	<ul style="list-style-type: none"> Loose bark mulch Supply bulbs** 	<ul style="list-style-type: none"> Prepare ground and plant shrubs and bulbs. 		£650.00
Longburges	Supply: 3 Silver birch (<i>Betula pendula</i>)	<ul style="list-style-type: none"> Plant with stakes, crossbar and straps Loose bark mulch at base 	<ul style="list-style-type: none"> Planting supplied trees 		£420.00
Lower Washle	Supply: Shrubs and Witch hazel	<ul style="list-style-type: none"> Loose bark mulch Supply mixture of bulbs 	<ul style="list-style-type: none"> Prepare ground and plant shrubs and bulbs. 		£650.00
SE Entrance	Supply: 2 Hawthorn (<i>Crataegus monogyna</i>) 2 Holly (<i>Ilex aquifolium</i>)	<ul style="list-style-type: none"> Plant with stakes, crossbar and strap Loose bark mulch at base Supply mixture of bulbs, crocus, daffodils, snowdrops. 	<ul style="list-style-type: none"> Planting supplied trees Prepare ground and plant shrubs and bulbs. 		£732.00

The Bullring	Supply: 2 Silver birch (<i>Betula pendula</i>) 2 Hawthorn (<i>Crataegus monogyna</i>) 2 Wild Cherry (<i>Prunus avium</i>) 2 Field maple (<i>Acer campestre</i>) 1 Pedunculate oak/ English oak (<i>Quercus Robur</i>)	<ul style="list-style-type: none"> Plant with two posts, crossbar and strap Loose bark mulch at base 	<ul style="list-style-type: none"> Planting supplied trees 		£1,300.00
Archery Road	Supply: 4 Silver birch (<i>Betula pendula</i>) 6 Hazel (<i>Corylus avellana</i>) 6 Hawthorn (<i>Crataegus monogyna</i>) 16 fruit trees a mixture of Conference pear Bradley apple Stella cherry Cox self fertile apple James Grieve apple Victoria plum Concorde pear	<ul style="list-style-type: none"> Supply, plant and stake with two posts, crossbar and strap Loose bark mulch at base 	<ul style="list-style-type: none"> Planting supplied trees 		£3,436.00

£250.00 labour per day x 8.5 days, manpower x 2.

Trees: 8/10cm girth, 3m+ tall,

Fruit/Productive trees: 1/2 standards, 2m+ tall

*Shrub varieties: Mixture of Buckthorn, pyracantha, butcher's broom, hypericum, ceanothus, viburnum, providing flowers, berries and colours throughout the year.

**Bulb varieties: crocus, daffodils, snowdrops

Option 2

Middleton Cheney based arborist

Supply of irrigation system, mulch, installation of trees and mapping of locations. Labour, £7,200.00

Leicestershire Nursery. Materials £3,319.70 TOTAL 10,519.70 £10,363

Excludes compost, shrubs/bulb planting, wildflower meadow.

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Sales	Breakdown of cost per tree :	60	120.00	7,200.00
		- Installation of council supplied trees.			
		- Rooting hormone to be supplied by [REDACTED]			
		- Irrigation system to be supplied and installed by [REDACTED]			
		- Wood chip/mulch for initial top dressing supplied by [REDACTED]			
		[REDACTED] to plot new plant locations and create a map for the parish council.			
		Parish council to provide :			
		- Storage for trees and associated materials.			
		- Trees/plants.			
		- Tree stakes.			
		- Tree ties.			
		- 1 composting mixture per tree (x60)			

					TOTAL	£7,200.00
Quantity	Plant name	Size	Reference	Price	Amount	£
8	Betula pendula	8/10 cm RW		37.80	302.40	
2	Acer campestre	8/10 cm RW		56.00	112.00	
1	Hamamelis int. 'Pallida' For 'Jelena'	60/80 cm C10		28.75	28.75	
3	Betula pendula	8/10 cm RW		37.80	113.40	
1	Hamamelis int. 'Pallida' For 'Jelena'	60/80 cm C10		28.75	28.75	
2	Crataegus monogyna	8/10 cm RW		56.00	112.00	
2	Ilex aquifolium	8/10 cm RB Feathered		175.00	350.00	
2	Betula pendula	8/10 cm RW		37.80	75.60	
2	Crataegus monogyna	8/10 cm RW		56.00	112.00	
2	Prunus avium	8/10 cm RW		49.00	98.00	
2	Acer campestre	8/10 cm RW		56.00	112.00	
1	Quercus robur	8/10 cm RW		63.00	63.00	
4	Betula pendula	8/10 cm RW		37.80	151.20	
6	Corylus avellana	8/10 cm RW		56.00	336.00	
6	Crataegus monogyna	8/10 cm RW		56.00	336.00	
2	Pear 'Conference'	Half Standard		27.30	54.60	
2	Apple 'Bramley's Seedling'(C)	Half Standard		27.30	54.60	
2	Prunus a. 'Stella'	Half Standard		27.30	54.60	
2	Apple 'Cox's Orange Pippin'(D/C)	Half Standard		27.30	54.60	
2	Apple 'James Grieve'(D/C)	Half Standard		27.30	54.60	
2	Prunus d. 'Victoria'	Half Standard		27.30	54.60	
3	Pyrus c. 'Concorde'	Half Standard		27.30	81.90	
118	1.8m x 60 mm Tanalised Stakes regret unable to offer tree guards	Tanalised		2.20	259.60	
118	Tree ties	Spacer & buckle		0.75	88.50	
25	Rhamnus cathartica b/r sold in bundles of 25's	60/80 cm b/r		1.20	30.00	
1	Pyracantha 'Fiery Cascade'	30/40 cm C3		2.25	2.25	
1	Sarcococca hookeriana 'Purple Stem'	30/40 cm C4		11.20	11.20	
1	Hypericum 'Hidcote'	30/40 cm C2		1.80	1.80	
1	Ceanothus thyrsiflorus repens	20/30 cm C3		3.15	3.15	
1	Viburnum tinus 'Eve Price'	20/30 cm C2		2.60	2.60	
250	Crocus 'tommasinianus 'Tricolour'	Bulb (Minimum qty apply)		0.17	42.50	
	Different varieties @ £0.15-£0.18					
250	Narcissus 'Thalia'	Bulb (Minimum qty apply)		0.25	62.50	
	Different varieties @ £0.15-£0.55					
250	Galanthus 'nivalis'	Bulb (Minimum qty apply)		0.30	75.00	
	Different varieties @ £0.25-£0.30					
Total				£	3,319.70	

Option 3

Oxfordshire landscape maintenance company.

Supply of trees, shrubs and bulbs, planting accessories, labour.

Labour £1,920.00 Materials £10,813.20

TOTAL £12,733.20 Excludes materials and labour for Home Close and Lower Washle

Tree and Other Planting Potential in Middleton Cheney

Please find below a partial quotation for the supply and planting of the specified shrubs. The detailed breakdown of costs has been added to the specification supplied and sent separately.
This quotation does not contain a price for HOME CLOSE or LOWER WASHLE as quantities of shrubs and bulbs need to be specified by the client

Description	VAT	Amount GBP
Stanwell plants and stakes etc	20%	1,311.95
HOME CLOSE		0.00
1 xCorylus avellana / STDS 8-10 CM RB 160.00		
Hamamelis intermedia 'Arnold Promise' / 50-60 CM 54.00		
Hippophae rhamnoides / 80-100 CM 25.20		
Pyracantha cocc. 'Red Column' / 125-150 CM 29.95		
Hypericum 'Hidcote' / 50-60 CM 37.50		
Ceanothus 'Blue Mound' / 5 Ltr pot 29.95 Viburnum opulus / 60-80 CM 25.30		
Skimmia jap. 'Rubella' / 7.5 Ltr pot 35.25		
ornus sanguinea 'Midwinter Fire' / 70-80 CM 29.95		
Cornus alba 'Sibirica' / 60-80 CM 25.20		
Bulbs price per bulb		
Crocus botanical mix 0.22p		
Narcissus mix 0.37p		
Galanthus nivalis 0.60p		
Description	VAT	Amount GBP
LONG BURGES plants and stakes	20%	343.05
Lower 1 xCorylus avellana / STDS 8-10 CM RB 160.00		0.00
Hamamelis intermedia 'Arnold Promise' / 50-60 CM 54.00		
Hippophae rhamnoides / 80-100 CM 25.20		
Pyracantha cocc. 'Red Column' / 125-150 CM 29.95		
Hypericum 'Hidcote' / 50-60 CM 37.50		
Ceanothus 'Blue Mound' / 5 Ltr pot 29.95 Viburnum opulus / 60-80 CM 25.30		
Skimmia jap. 'Rubella' / 7.5 Ltr pot 35.25		
ornus sanguinea 'Midwinter Fire' / 70-80 CM 29.95		
Cornus alba 'Sibirica' / 60-80 CM 25.20		
Bulbs price per bulb		
Crocus botanical mix 0.22p		
Narcissus mix 0.37p		
Galanthus nivalis 0.60p		
SE ENTRANCE Plants and stakes	20%	1,769.40
THE BULLRING Plants and stakes	20%	1,460.40
ARCHERY ROAD Plants and stakes	20%	3,301.20
Labour	20%	1,600.00
Bark Mulch	20%	825.00
Subtotal		10,611.00
TOTAL VAT 20%		2,122.20
TOTAL GBP		12,733.20

24/038 Hearing Loop quote

Quote A

Description	Product Code	Price Each	Discount%	Discount	Qty	Total Price
V7 Hearing Loop Driver - UK	V7-UK	£341.50	5.00	£17.07	1	£324.43
V-SERIES 1U SINGLE RACK MOUNT	MBR-V1	£22.00	5.00	£1.10	1	£20.90
BI 1.5mm Sq Tri Rated White	CABLE-1.5TRI-WH	£57.50	5.00	£2.87	1	£54.63
Wireless boundary mic 2.4GHz	STS-M10-2.4	£555.00	5.00	£27.75	1	£527.25
ATW-RU13 Receiver 2.4GHz	RL-REC-UNIT	£842.00	5.00	£32.10	1	£809.90
ATW-RC13 Receiver Chassis	RL-REC-CHASSIS	£899.50	5.00	£34.97	1	£864.53
BI 0.5m XLR Extension Lead	EXTLEAD-0.5-XLR	£9.00	5.00	£0.45	1	£8.55
Wall Mounted Cabinet 2U	RL-SLRACK-2	£143.00	5.00	£7.15	1	£135.85
BI 4 Way power strip 3m lead	IR-EXTLEAD-4W3M	£15.50	5.00	£0.77	1	£14.73
Induction loop listener	IL-RX20	£58.50	5.00	£2.92	1	£55.58
Standard Delivery - up to 20kg	D	£12.50	0.00	£0.00	1	£12.50
Labour - Day Rate - Mon/Fri 1 ENGINEER 1 DAY	LABOUR5	£492.00	0.00	£0.00	1	£492.00
Discount Amount						£127.15
Quotation Total						£2,920.85

Notes: EQUIPMENT - NEW (NO PREVIOUS EQUIPMENT)
MIDDLETON CHENEY - MEETING ROOM
OPTION 2 WIRELESS DESK MICROPHONES
1 X PERIMETER LOOP
SUPPLY & INSTALL
SURVEY COMPLETED

Quote B

Description	Product Code	Price Each	Qty	Total Price
V7 Hearing Loop Driver - UK MEETING ROOM	V7-UK	£ 341.50	1	£341.50
V-SERIES 1U SINGLE RACK MOUNT	MBR-V1	£ 22.00	1	£22.00
BI 1.5mm Sq Tri Rated White	CABLE-1.5TRI-WH	£ 57.50	1	£57.50
SJTC MIC/AUDIO CABLE in black	CABLE-SJTC-1	£ 135.00	1	£135.00
Suspended Semi rigid Cardioid	MC-90-01-W	£ 167.50	2	£335.00
BI 3 PIN XLR SOCKET	SOCKET-3PIN-XLR	£ 12.00	2	£24.00
XLR M to Twin XLR F splitter	LEAD-XLR-1M2F	£ 18.00	1	£18.00
Wall Mounted Cabinet 1U	RL-SLRACK	£ 141.00	1	£141.00
BI 4 Way power strip 3m lead	IR-EXTLEAD-4W3M	£ 15.50	1	£15.50
Induction loop listener	IL-RX20	£ 58.50	1	£58.50
Standard Delivery - up to 20kg	D	£ 12.50	1	£12.50
Labour - Day Rate - Mon/Fri 1 ENGINEER 1 DAY	LABOUR5	£ 492.00	1	£492.00
Quotation Total				£1,652.50

Notes: EQUIPMENT - NEW (NO PREVIOUS EQUIPMENT)
MIDDLETON CHENEY - MEETING ROOM
OPTION 1 CEILING MICROPHONES
1 X PERIMETER LOOP
SUPPLY & INSTALL
SURVEY COMPLETED

24/039 Village Maintenance

Toddler swing: Stanwell Park

Replacement ropes: £94.80 inc delivery and VAT

New swing and rope complete: £358.08 in delivery and VAT

Send off swing to be roped and return postage: £188.31 + VAT excluding outbound postage.



MIDDLETON CHENEY Parish Council

Category: Finance	Status:
Responsible: Clerk/RFO	Adoption minute ref:
Applicable to: Finance Committee	Adoption date:
Version: 1.0	Next review:

Internal Controls Checklist

TEST	Y/N	Observation Recommendation	Action
1. Proper Bookkeeping			
Has income/expenditure ledger been updated?			
Are all RBS cashbooks maintained and up to date?			
Is the cashbook regularly balanced?			
2. Payment Controls			
Is the Responsible Financial Officer aware of specific duties?			
Have items or services above the de minimis amount been competitively purchased?			
Are payments in the cashbook supported by invoices, authorised and minuted?			
Has VAT on payments been identified, recorded and reclaimed?			
Is s137 expenditure separately recorded and within statutory limits?			
3. Income Controls			
Is income properly recorded and promptly banked?			
Does the precept recorded agree to the Council Tax authority's notification?			
Are security controls over cash adequate and effective?			
4. Payroll Controls			
Do all employees have contracts of employment with clear terms and conditions?			
Do salaries paid agree with those approved by the council?			
Are other payments to employees reasonable and approved by the council?			
Have PAYE/NI been properly operated by the council as an employer?			
Have wageslips been provided?			
Have pension obligations been met?			
5. Asset Controls			
Does the council maintain a register of all material assets owned or in its care?			

Are the assets and Investments registers up to date?			
Record of deeds, articles and land register references available?			
Do asset insurance valuations agree with those in the asset register?			
6. Risk Management			
Does a review of the minutes identify any unusual financial activity?			
Do minutes record the Council carrying out an annual risk assessment?			
Is insurance cover appropriate and adequate?			
Are internal financial controls documented and regularly reviewed?			
Minutes initialled, each page identified and overall signed?			
Regular reporting and minuting of bank balance?			
Does the Council have any cash investments?			
If 'yes', has the Council considered the Government's investment guidance?			
7. Budget Controls			
Has the council properly minuted and approved precept demand?			
Has the council prepared an annual budget in support of its precept?			
Budget against spend comparisons provided regularly to the Council with bank reconciliation?			
Are there any significant unexplained variances from budget?			
Level of general reserves within Proper Practice? ie between 3 and 12 months running costs			
Are earmarked reserves balanced and up to date?			
8. Bank Reconciliation			
Is a bank reconciliation carried out regularly and in a timely fashion?			
Are there any unexplained balancing entries in any reconciliation?			
Is the value of investments held summarised on the reconciliation?			
9. Year End Procedures			
Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?			
Do bank statements agree with the cashbook?			
Has the council reviewed any unfulfilled objectives of the previous AIAR?			
Has the council reviewed any exceptions in the latest AGAR?			
10. Due Process			
Standing Orders reviewed and adopted for current year?			
Financial Regulations reviewed and adopted for current year?			
Adequate internal controls for payments? (Do arrangements for all payments satisfying complex madate?)			
Register of Member Interests held and provided to Democratic services?			
Summons signed, and issued to councillors with agenda, with 3 clear			

days' notice?			
Notice of meeting displayed with 3 clear days' notice in a conspicuous place in the parish?			
Committee terms of reference reviewed and adopted?			
Scheme of delegation reviewed and adopted?			
11. Housekeeping			
Invoice folder completed for previous month?			
Authorisation of Payments signed and kept with invoices?			
All bank statements filed correctly?			
Paying-in book current?			
Have policies and procedures been tracked and checked for renewal?			
Planning files tracked and updated?			
Register of Burials up to date?			
Map of Cemetery up to date?			
Cemetery risk assessment completed?			
Allotment invoices / receipts provided? (quarterly)			
Allotment risk assessment completed?			
Play area inspection completed?			
Employee appraisals completed?			

6-

point transaction spot check

Transaction ID			
Recorded in ledger			
Timely payment			
Dual signatory provided			
Payment approval minuted			
Invoice / receipt provided			
Reconciliation, minute and invoice value match			

Signed:
Internal Control Checklist Monitor
Middleton Cheney Parish Council

No. of councillors		Clerk:	
Quorum		RFO (if different)	
Electorate		ICCM	
Precept		Date of review	
Gross budgeted income		Quarter reviewed	

Signed:
Clerk, RFO
Middleton Cheney Parish Council

Scheme of Fees and Charges

The charges shown for 2024/25 in the following pages are effective from 1st April 2024 (unless stated otherwise).

The Council reserves the right to amend its Schedule at any time.

Parish meeting room

Committee: Amenities

Cost centre: 100

Code: 1130

Charging Directory Item: Parish Meeting Room rental

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 1972 (s144, s145) gives local authorities the power to provide conference facilities and maintain entertainment services. The Local Government Act 2003 sets out that fees for discretionary services which must not exceed cost for provision. The purpose of these fees and charges is to achieve partial cost recovery for the provision of the service.

Proposed change in fee/charge from previous year (%)

0%, Residents, Non Residents and Charities.

Justification for revised charge (compared to previous year)

Avoidance of increase to encourage better footfall as a more affordable space for smaller groups.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

An annual review of local facilities' charges for comparison (Library, Village Hall, Memorial Hall, School Hall). To be completed in January, Finance and Policy Committee to review in February with a view to make recommendations to Full Council by March to enforce any changes from 1st April.

If significant change in charge, what consultation was undertaken with the general public?

No other significant changes are proposed, no consultation has been carried out.

Level of subsidy in respect of service

The current estimated direct running costs for 2024/25 of the Parish Meeting Rooms is £5566

Based on the estimate usage figure below, the income made for room hire is expected to be approximately £720. recovering 12.94% of the cost.

Usage figures and source of this data

Parish Meeting Room - Estimated Use (total sessions annual)

RESIDENTS

AM (9-12)

PM (1-4)

Evening (5-10) 44

Full Day

NON RESIDENTS

AM (9-12)

PM (1-4)

Evening (5-10)

Full Day 4

CHARITIES

AM (9-12)

PM (1-4)

Evening (5-10)

Full Day

Expected budgeted income – this should be calculated as the usage multiplied by the respective charge

£820

PARISH MEETING ROOM SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024	CHARGES April 2024-March 2025
1130	Parish Meeting Room – Rental Residents AM	0	£15.00	£15.00
1130	Parish Meeting Room – Rental Residents PM	0	£15.00	£15.00
1130	Parish Meeting Room – Rental Residents Evening	0	£15.00	£15.00
1130	Parish Meeting Room – Rental Residents Full Day	0	£30.00	£30.00

1130	Parish Meeting Room – Rental Non Residents AM	O	£20.00	£20.00
1130	Parish Meeting Room – Rental Non Residents PM	O	£20.00	£20.00
1130	Parish Meeting Room – Rental Non Residents Evening	O	£20.00	£20.00
1130	Parish Meeting Room – Rental Non Residents Full Day	O	£40.00	£40.00
1130	Parish Meeting Room – Rental Charities AM	O	£10.00	£10.00
1130	Parish Meeting Room – Rental Charities PM	O	£10.00	£10.00
1130	Parish Meeting Room – Rental Charities Evening	O	£10.00	£10.00
1130	Parish Meeting Room – Rental Charities Full Day	O	£20.00	£20.00

Allotments

Committee: Amenities

Cost centre: 100

Code: 1170

Charging Directory Item: Allotments tenancy

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Allotments Act 1950 s10 (1), **Rents to be charged for allotments let by local authorities.** s10 (2) *Not more than a quarter's rent for land let by a council [...] shall be required to be paid in advance.*
The purpose of these fees and charges is to achieve full cost recovery for the provision of the service.

Proposed change in fee/charge from previous year (%)

0%, Residents

Justification for revised charge (compared to previous year)

No increase as allotments require low cost of maintenance from the Council.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

A review of UK implemented charging systems carried out by Cllr Hoose, 2023.

If significant change in charge, what consultation was undertaken with the general public?

No other significant changes are proposed, no consultation has been carried out.

Level of subsidy in respect of service

The current estimated direct costs for 2024/25 of the Allotments is <£100

Based on the estimate usage figure below, the income made from allotment tenancies is expected to be approximately £80, recovering ≥80% of the cost.

Usage figures and source of this data

Allotment plot - Estimated Use (total tenancies in place)

Annual allotment tenancy 8

Expected budgeted income – this should be calculated as the usage multiplied by the respective charge

£80

Allotments

SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024	CHARGES April 2024-March 2025
1170	Allotments – Rental / Income Annual allotment tenancy	O	£10.00	£10.00

Cemetery Burial Plots

Committee: Amenities

Cost centre: 100

Code: 1160

Charging Directory Item: Cemetery Burial Plots (Exclusive Rights of Burials, Interment fees)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The purpose of these fees and charges is to achieve full cost recovery for the provision of the service.
 The Local Government Act 2003 sets out that fees for discretionary services which must not exceed cost for provision (LGA 1972, A Parish Council shall be a burial authority and **may** provide and maintain cemeteries).
 The Local Authorities Cemeteries Order 1977, Article 15, charging of fees.

Proposed change in fee/charge from previous year (%)

Average 344.5%, Residents
 567.25%, Non-Residents

Justification for revised charge (compared to previous year)

Increase to reflect costs of maintenance and to protect provision for residents' burials.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

A review of neighbouring parish and town cemetery charges, carried out by the Clerk, Pip Davis, 2023.

If significant change in charge, what consultation was undertaken with the general public?

Essential change in charges due to extended period of no change, representations received from members of the public regarding proposed changes at Full Council meeting.

Level of subsidy in respect of service

The current estimated direct costs for 2024/25 of the Cemetery is £6500

Based on the estimate usage figure below, the income made from Cemetery Burial Fees is expected to be approximately £3556.00 recovering 54.71% of the cost.

The Council also directly raise funds towards costs through Cemetery Admin Fees (Memorial applications).
 The income made from Cemetery Admin Fees (Memorial applications) is expected to be approximately £350.00 recovering 5.38% of the cost.

60.1% Covered by codes 1160 and 1161

Usage figures and source of this data

Cemetery Burial Fees - Estimated Use (Annual purchases)

RESIDENTS

Burial, New ERB 2
 Ashes, New ERB 2
 Burial, Re-open 2
 Ashes, Re-open 2

NON RESIDENTS

Burial, New ERB 0
 Ashes, New ERB 0
 Burial, Re-open 0
 Ashes, Re-open 0

Expected budgeted income – this should be calculated as the usage multiplied by the respective charge

£3556.00

Cemetery Burial Plots

SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024	CHARGES April 2024-March 2025
1160	Resident Burial, New ERB	0	225.00	736
1160	Resident Ashes, New ERB	0	125.00	403
1160	Resident Burial, Re-open	0	25.00	436
1160	Resident Ashes, Re-open	0	25.00	203
1160	Non Resident Burial, New ERB	0	450.00	2209
1160	Non Resident Ashes, New ERB	0	250.00	1210

1160	Non Resident Burial, Re-open	0	50.00	1309
1160	Non Resident Ashes, Re-open	0	50.00	610

Cemetery Admin Fees

Committee: Amenities

Cost centre: 100

Code: 1161

Charging Directory Item: Cemetery Admin Fee (Memorials and inscriptions)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The purpose of these fees and charges is to achieve full cost recovery for the provision of the service.
The Local Government Act 2003 sets out that fees for discretionary services which must not exceed cost for provision (LGA 1972, A Parish Council shall be a burial authority and **may** provide and maintain cemeteries).
The Local Authorities Cemeteries Order 1977, Article 15, charging of fees.

Proposed change in fee/charge from previous year (%)

Average 100%, Residents
250%, Non-Residents

Justification for revised charge (compared to previous year)

Increase to reflect costs of maintenance and to protect provision for residents' burials.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

A review of neighbouring parish and town cemetery charges, carried out by the Clerk, Pip Davis, 2023.

If significant change in charge, what consultation was undertaken with the general public?

Essential change in charges due to extended period of no change, representations received from members of the public regarding proposed changes at Full Council meeting.

Level of subsidy in respect of service

The current estimated direct costs for 2024/25 of the Cemetery is £6500
Based on the estimate usage figure below, the income made from Cemetery Burial Fees is expected to be approximately £350 recovering 5.38% of the cost.
The Council also directly raise funds towards costs through Cemetery Admin Fees (Memorial applications).
The income made from Cemetery Admin Fees (Memorial applications) is expected to be approximately £3556 recovering 54.71% of the cost.
60.1% Covered by codes 1160 and 1161

Usage figures and source of this data

Cemetery Admin Fees - Estimated Use (Annual purchases)

RESIDENTS

Headstone 2
Tablet 2
Additional Inscription 2

NON RESIDENTS

Headstone 0
Tablet 0
Additional Inscription 0

Expected budgeted income – this should be calculated as the usage multiplied by the respective charge

£350

Cemetery Admin Fee

SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024	CHARGES April 2024-March 2025
1161	Resident Headstone	0	25.00	100
1161	Resident Tablet	0	25.00	50
1161	Resident Additional inscription	0	25.00	25
1161	Non Resident Headstone	0	50.00	300
1161	Non Resident Tablet	0	50.00	150
1161	Non Resident Additional inscription	0	50.00	75

Office Admin charges

Committee: Amenities

Cost centre: 100

Code: 1101

Charging Directory Item: Parish / Neighbourhood income (administrative charges)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 sets out that fees for discretionary services which must not exceed cost for provision.
The purpose of these fees and charges is to achieve full cost recovery for the provision of the service.

Proposed change in fee/charge from previous year (%)

0%, Residents, Non Residents and Charities.

Justification for revised charge (compared to previous year)

There is no comparative data for the administrative cost of providing information as detailed in s10 Publication Scheme (Middleton Cheney Parish Council, 2023)

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Best estimate applied to cost of printing.

If significant change in charge, what consultation was undertaken with the general public?

No other significant changes are proposed, no consultation has been carried out.

Level of subsidy in respect of service

There is no comparative data for the administrative cost of providing information as detailed in s10 Publication Scheme (Middleton Cheney Parish Council, 2023)

Based on the estimate usage figure below, the income made for administration of information provision is expected to be less than £5 and fully recoverable by charging at cost..

Middleton Cheney Parish Council Publication Scheme (2023)

10. Information available from Middleton Cheney Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i>	Website Hard copy	Free 10p per A4 sheet
Who's who on the Council and its Committees	Website Hard copy	Free 10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p per A4 sheet
Location of main Council office and accessibility details	Website	Free
Staffing structure	Hard copy	10p per A4 sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website Hard copy	Free 10p per A4 sheet
Annual return form and report by auditor	Website Hard copy	Free 10p per A4 sheet
Finalised budget	Website Hard copy	Free 10p per A4 sheet
Precept	Website Hard copy	Free 10p per A4 sheet
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per A4 sheet
Grants given and received	Website Hard copy	Free

		10p per A4 sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 10p per A4 sheet
Members' allowances and expenses	Website Hard copy	Free 10p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website Hard copy	Free 10p per A4 sheet
Parish Plan (current and previous year as a minimum)	n/a	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per A4 sheet
Quality status	Website Hard copy	Free 10p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy	10p per A4 sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Hard copy	Free 10p per A4 sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per A4 sheet
Agendas of meetings (as above) - n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to planning applications	Website Hard copy	Free 10p per A4 sheet
Bye-laws	Hard copy	10p per A4 sheet
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only	Website Hard copy	Free 10p per A4 sheet
Policies and procedures for the conduct of council business: Procedural standing orders (website) Committee and sub-committee terms of reference (website) Delegated authority in respect of officers Code of Conduct (website) Policy statements	Website where indicated Hard copy	Free 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy (website) Health and safety policy (website) Recruitment policies (including current vacancies) Policies and procedures for handling requests for information (website) Complaints procedures (including those covering requests for information and operating the publication scheme) (website)	Website where indicated. Hard copy	Free 10p per A4 sheet
Information security	Hard copy	10p per A4 sheet
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10p per A4 sheet
Data protection policies	Website Hard copy	Free 10p per A4 sheet

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy Some information may only be available by inspection	10p per A4 sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per A4 sheet
Assets register	Hard copy	10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	n/a
Register of members' interests	Hard copy	10p per A4 sheet
Register of gifts and hospitality	Hard copy	10p per A4 sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy Some information may only be available by inspection	10p per A4 sheet
Allotments	Hard copy	10p per A4 sheet
Burial grounds and closed churchyards	Hard copy	10p per A4 sheet
Community centres and village halls	Hard copy	10p per A4 sheet
Parks, playing fields and recreational facilities	Hard copy	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting Hard	Hard copy	10p per A4 sheet
Bus shelters	Hard copy	10p per A4 sheet
Markets	n/a	n/a
Public conveniences	n/a	n/a
Agency agreements	Hard copy	10p per A4 sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	Hard copy	10p per A4 sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Upon request by hard copy if available	10p per A4 sheet

11. Contact details:

Website address: www.middletoncheney.org.uk

Request for hard copies:

Mrs Pip Davis

Parish Clerk

Middleton Cheney Parish Council

Main Road

Middleton Cheney

OX17 2LR

Email: clerk@middletoncheney.org.uk Telephone: 01295 713500

12. Schedule Of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Deeds of Land Holding

Section 1

In making decisions to deal with its land the Parish Council must consider and comply with the following principles of administrative law.

Administrative law framework: proper and valid decision-making

1) Valid exercise of functions

The valid exercise of a function must:

1. fall within the statutory envelope (functions);
2. be properly made by someone authorised to make the decision (authority);
3. follow the rules on proper decision-making.

2) Functions: duties and powers

1. The Parish Council is a creature of statute and can only do what statute expressly allows or implies. Functions are duties.
2. The scope of a council's powers will be materially affected by its ability to exercise Section 1 of the Localism Act 2011.

3) Authority

1. There must be authority for the transaction.
2. Decision-making can be through full council.
3. Decisions can be delegated to a committee or by a committee to a sub-committee or to an officer, but not to an individual member.

4) A valid decision must:

1. be reached in a procedurally correct way: specific steps and requirements, decision-making in public or in confidential session, and
2. itself be reasonable.

5) "Reasonable" means a decision which:

1. must take account of proper considerations;
2. must leave out of account irrelevant considerations;
3. must be made for a proper purpose;
4. must be proportionate as to the purpose to be achieved and the expenditure involved;
5. must have regard to the Parish's Council Tax payers;
6. must be fair – avoiding bias or the appearance of bias and taking account of opposing views.

6) A decision-maker must have regard to certain specific statutory duties: reduction of crime and disorder, public sector equality duty and consideration of specific issues regarding consultations and legitimate expectation.

7) Decisions should be properly documented and justified by reasons in reports and background papers and recorded in minutes or records of delegated decisions.

8) The exercise of powers will be subject to the general law e.g. as to the obtaining of planning permission or the obtaining of consents from other bodies e.g. the Secretary of State, the Charity Commission.

Section 2

What do we mean by land?

The Local Government Act (LGA) 1972 s 270 defines land as including “any interest in land and any easement or right in, to or over land”. Land also includes buildings and structures attached to the land, but not caravans or portacabins which rest on the land. A licence, which is a contractual right to use land, is not an interest in land. For certain purposes, e.g. under the Town and Country Planning (General Permitted Development) Order 2015 (as amended), buildings can be treated separately from the land on which they stand, but this does not affect land law.

Section 3

Acquiring, holding, using, appropriation and disposal of land

1) The Parish Council may only acquire, hold, use, develop or dispose of land within the statutory framework. Even if the transfer or conveyance by which the land was acquired does not specify the powers under which the land is acquired or is to be held, the land will be deemed to have been acquired or held for a statutory purpose.

2) The purposes for which land is acquired or held are crucial to the purposes for which it can be used or developed or the freedom with which it can be disposed of.

3) The statutory powers should be specified in any transfer upon acquisition e.g. pursuant to s 124 of the LGA 1972 or pursuant to s 9 of the Open Spaces Act 1906.

4) If land is not capable of use for the statutory purposes for which it was acquired, then it may be appropriated to other statutory purposes.

5) The Parish Council may accept, hold and administer gifts of land for any of its functions, under s 139 of the LGA 1972.

Section 4

Holding, use of and development of land

1) Land, once acquired, must be held for a statutory purpose. This will be for the purpose for which it has been acquired generally, e.g. under the LGA 1972, or specifically, e.g. under the Open Spaces Act 1906, unless it has been formally appropriated for another purpose.

2) The use of land and any restrictions on its use will depend on the statute governing the statutory purpose. Land may only be used for the purposes for which the powers are given. S 111 of the LGA 1972 may be relevant.

3) For example, land held under the Public Health Act 1875 (public walks and pleasure grounds) is held under public open space trusts and the public uses the land by right. Accordingly, it can only be closed or access curtailed or restricted under the terms of the Public Health Acts 1875–1961. It follows that land held under the public open space trusts imposed under the Public Health Act 1875 and the Open Spaces Act 1906 cannot be used for allotments (see s 10 of the Open Spaces Act 1906, but also see the note regarding appropriation) and cannot be designated as a village green. Land held for the purposes of the Allotments Acts may only be let on certain terms and possession can only be obtained in certain

circumstances, and compensation may be payable. It is a presupposition that not more than 5% of recreation land held under the Open Spaces Act 1906 will be built on.

- 4) The use and development of land may be subject to public law constraints of a specific or general nature and private law restrictions. Public law designations include a village green or common land, SSSIs and other nature and biodiversity designations. Public law rights include public rights of way e.g. public footpaths. Private law restrictions include covenants and easements and wayleaves and licences.
- 5) Land designated as a village green may not be used or developed other than for public recreation. It is a criminal offence to carry out works which disrupt the land surface, and development other than incidental to public recreation is prohibited.
- 6) Registered common land is owned by a person and is subject to the rights of commoners (if any) and the public right to wander on foot (access land). Development on a common is severely restricted and may need the consent of Defra (see s 38 of the Commons Act 2006).
- 7) Land held also for charitable purposes, i.e. under charitable trusts, must be used and developed only in the interests of the beneficiaries and for the charitable purposes specified. Charitable objects may not necessarily be the same as the interests of the Parish Council or the parish's perception of the public interest. Under s.139(1)(b) of the Local Government Act 1972 ('the 1972 Act'), a local council can be appointed as a sole or custodian trustee of a charity for the benefit of all or some of the people living in its area. Most frequently, the charities will be for recreational purposes.
- 8) Regulation of land held under the Public Health Act 1875 and the Open Spaces Act 1906 can be effected by byelaws specifically made under those Acts. Land held under the Road Traffic Regulation Act 1984 (off-street car parks) may be regulated by order made under that Act (including the power to charge and to levy penalty charges). There may be a local Act of Parliament regulating activities. A parish council may enter into management agreements for the regulation of land of which it has taken control even if it has not acquired an interest: see, for example, s 10 of the Open Spaces Act 1906.
- 9) There are compulsory powers of control and maintenance of closed churchyards: see s 215 of the LGA 1972.
- 10) It is prudent to register at the Land Registry unregistered land in order to protect it from encroachment and to facilitate the compiling of the asset register and to comply with the Transparency

Section 5

Covenants

- 1) Freehold land may be subject to covenants. Covenants are private law contractual obligations which can be enforced between the original parties, being the covenantor (the person subject to the obligation) and the covenantee (the person having the benefit of the obligation). If the Parish Council has acquired land following a statutory transfer, e.g. under a reorganisation order, is treated as if it was the original party.
- 2) Covenants affecting freehold land can be of two types: positive ("you must") and restrictive ("you shall not"). An example of a positive covenant is an obligation to erect and maintain fences. An example of a restrictive covenant is not to use the land other than as open space.
- 3) In general, positive covenants do not run with freehold land, i.e. they are not enforceable by successors in title of the original parties.
- 4) Restrictive covenants may run with the land, i.e. be enforceable by the successor in title of the original parties, provided certain criteria are met. The following are points to note:
 1. Words in a conveyance or transfer whereby covenants purporting to be made for or on behalf of successors in title have no operative effect in terms of making covenants run with the land, unless the other rules set out below apply.
 2. Failure to register a restrictive covenant will render the covenant unenforceable, although registration does not make covenants run with the land unless the other rules set out below apply.

3. A restrictive covenant can only be enforced by a successor in title of the covenantee against the original covenantor or successor in title of the covenantor if the successor in title of the covenantee has land which is or is capable of being benefited.
4. The issue of fragmented dominant land (see below).
5. A restrictive covenant must exist to protect land.
6. The land benefited has to be easily identifiable within the deed.
7. Where the covenantee owns no land or no identifiable land, the restrictive covenant cannot be enforced against the covenantor's successor in title unless there is a specific collateral obligation between the successor in title and the covenantee (i.e. preserving a direct contractual relationship), for example a deed of covenant.
8. Where the covenantee's successor in title owns no land or no identifiable land, the restrictive covenant cannot be enforced against the covenantor's successor in title unless there is a specific collateral obligation between the successor in title and the covenantee (i.e. preserving a direct contractual relationship), for example a deed of covenant.
9. Certain statutes, e.g. s 106 of the Town and Country Planning Act 1990 (as amended) or s 33 of the Local Government (Miscellaneous Provisions) Act 1982, allow for covenants to be enforceable by certain authorities irrespective of retained land. The particular power must be specified in the instrument, e.g. a deed. Parish councils cannot apply these provisions.

5) Leases will also contain covenants both positive and negative. They are always enforceable as between the landlord for the time being and the tenant for the time being even if there is no direct contractual relationship between them. Note the use of very long leases as a mechanism for enforcing covenants.

6) Covenants cannot be enforced by persons outside the consideration, e.g. members of the public

Section 6

Easements and licences

1) Easements are private law property rights over land (the servient land) in favour of neighbouring land (the dominant land). They attach to land and not to people. An example is to pass and repass over land to enable the owner of adjoining land to access the highway. Easements are enforceable as between the landowners for the time being. Wayleaves are similar to easements but typically enure to the benefit of utilities, e.g. to run a pipeline or electricity cables across land and may not therefore benefit dominant land as such.

2) Licences do not constitute an interest in land. They are contractual rights to use land and are personal to the licensee. Licences do not run with the land. It is important that a licence does confer exclusive possession, as this may constitute a lease.

Section 7

The development of land

The development of land by the Parish Council must follow the usual rules concerning planning permission and other statutory permissions and consents e.g. licensing. Planning permission is required for development: the making of material change of use of land or the carrying out of operational development. Certain activities are not regarded as development: e.g. the use of land for agriculture or certain changes of use within use classes. The Town and Country Planning (General Permitted Development) Order 2015 permits in certain circumstances development without the need for express planning permission (see in particular Schedule 2, Part 12), as do local and neighbourhood planning orders.

Section 8

Appropriation

- 1) Appropriation is the transfer from one statutory purpose to another.
- 2) There cannot be any implied or informal appropriation of land.
- 3) The LGA 1972 provides:

126 Appropriation of land by parish ... councils

(1) Any land belonging to a parish ... council which is not required for the purposes for which it was acquired or has since been appropriated may, subject to the following provisions of this section, be appropriated by the council for any other purpose for which the council are authorised by this or

4) Appropriation of open space land is treated as if it were a disposal of the land in question and the statutory advertisement procedure is engaged: s 127 of the LGA 1972. Appropriation of a common, village green or public open space to land for statutory allotments cannot proceed without an order by the Secretary of State: s 28 of the Land Settlement (Facilities) Act 1919. any other public general Act to acquire land by agreement.

DRAFT

