



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room
17th June 2024, 7:15pm

Present:
Cllr Alan Youel, Chairman
Cllr Mark Allen
Cllr Ruth Hoose
Cllr Stuart Howard

Cllr Nina Truman,
Cllr Richard Solesbury-Timms
Pip Davis
Cllr Rebecca Breese
6 Members of the public

Meeting commenced 19:15PM.

Moment of reflection for Professor Goodey until 19:17PM.

24/145 Apologies for absence

Apologies received: Cllr Peter Cook, Cllr Rachel Washer

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

Absent without apologies: Cllr Kristian Burgess

24/146 OPEN MEETING

24/158 – A resident said the PFA welcome discussion.

24/165 – Grass-cutting. A resident enquired regarding scope of works.

Open session closed 19:22PM

24/147 Members' declaration of interest in items on the agenda

None

24/148 Co-option of candidate to fill casual vacancy

Rachel Markham was co-opted to the Council, declaration signed.

24/149 Approval of minutes of full council meeting 20th May 2024 - attached

Slight amendment to wording at Apologies for absence.

On the proposition of Cllr Allen it was **RESOLVED**: To receive and approve the minutes of meeting of the Council on 20th May 2024.

24/150 Receipt of committee minutes - attached

On the proposition of Cllr Hoose it was **RESOLVED**: To receive the approved minutes of meeting 1st May 2024. Members received the draft minutes of Finance and Policy Committee meeting 5th June 2024.

24/151 Planning – letters, decisions and applications - attached

To consider planning applications as outlined:

[2024/2579/TCA](#) Rosebank 57 Main Road Middleton Cheney OX17 2LU, No comment

[2024/2347/OUT](#) Land off Queen Street Middleton Cheney Banbury OX17 2NP, Comment: The proposed building is the transition between the East side newer buildings and the Conservation zone, the Council would like the planning authority to consider whether the details are appropriately manage that transition from a conservation/heritage sense.

[2024/2753/FULL](#) 27 & 29 High Street Middleton Cheney OX17 2PA, No comment

[2024/2831/PNHPD](#) 8 Washle Drive Middleton Cheney OX17 2PX

[2024/2833/FULL](#) 8 Washle Drive Middleton Cheney OX17 2PX, No comment.

24/152 Reports from Ward Councillors

Cllr Rebecca Breese present:

Portfolio holder for climate change responsibilities, sustainability etc. Previously held portfolio for Planning. WNC Net zero aims 2030, all other Councils 2045. Electrifying networks "zebra project" – 51 new electric buses.

Cllr Rosie Herring, Housing portfolio – social housing.

Continuing to balance budget, slight underspend of £200,000. Need to meet funds for Childrens' Services.

Spending on new schools such as Tiffield.

Consultations coming up for transport plan – infrastructure, road network, cycleways.

Parks strategy.

Aim to keep Middleton Cheney in the eye of the cabinet.

Cllr Ruth Hoose asked: Where do we scale in terms of priority for expenditure?

Response: Middleton Cheney is not seen as a deprived area so fewer funding opportunities.

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MIDDLETON CHENEY

Parish Council

24/153 Hearing Loop installation

Representation made by Rachel Markham regarding needs of village for hearing support.

On the proposition of the Chairman it was **RESOLVED**: to proceed with expenditure for installation of a hearing loop at the Parish Meeting Rooms for quote 42930.

Cllr Solesbury-Timms arrived 20:13PM

24/154 Residents and Tenants Association – Cllr Solesbury-Timms

Cllr Solesbury-Timms described history of a similar committee orchestrated by a local church. Seeking funds from the Parish Council to support a non-Council committee. Aims of the association: fundraising, exploring common issues addressing lack of common voice. Aim to establish a first meeting so the committee can establish its own constitution and remit.

Cllr Allen advised the request should come through the grants funding procedure as an outside organisation.

24/155 Hire and Lettings Policy - attached

On the proposition of the Chairman it was **RESOLVED**: that, subject to amendments as suggested by Cllr Howard, to approve the Lettings and Hire Policy for users of the Parish Meeting Rooms.

24/156 Induction of New Councillors - attached

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: To consider and approve the finalised document for the induction of new Middleton Cheney Parish Councillors.

Cllr Hoose, Cllr Truman willing to act as mentors to new Councillors.

24/157 Police Liaison Representative - attached

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: To appoint Cllr Hoose to the role of Police Liaison Representative.

24/158 Green Space nominations, Local Plan draft

On the proposition the Chairman it was **RESOLVED**: to nominate green spaces as outlined by the Highways and Planning Committee.

24/159 Contracts tender – Christmas lights

On the proposition of Cllr Hoose it was **RESOLVED**: to proceed with tender documents for the design, supply and management of Christmas lights. Value £15,000-£20,000

24/160 Contracts tender – Village maintenance

On the proposition of Cllr Truman it was **RESOLVED**: to proceed with tender documents for village maintenance, addition of annual War Shrine area assessment. Value £15,000-£20,000

24/161 Village maintenance

Pending comparison quotes.

24/162 Adoption of Lights, Thenford Road - attached

Council to confirm potential to adoption of street lighting at Thenford Road development in receipt of an appropriate offer of commuted sum.

24/163 Approval of Lighting plan, Waters Lane - attached

Councillors identified potential dark area South East row leading to turning space. Query: does this only cover lighting only public highways?

24/164 Energy supply contract

On the proposition of the Chairman it was **RESOLVED**: To continue to appoint to YU Energy as the new supplier for energy.

24/165 Parish Grass-cutting

A Councillor confirmed the Council has no duty to maintain WNC highways' Rights of Ways. Cllr Allen recommended a weekly review of the Cemetery. Discussion with contractor regarding prioritisation of cemetery to maintain high standards.

Interruption from members of the public who were advised by the Chairman not to continue to interrupt.

MIDDLETON CHENEY

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24/166 Direct debit approval

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: that SGW to be authorised to take direct debit payments directly.

24/167 Authorisation of Payments – (attached)

On the proposition of Cllr Allen it was **RESOLVED**: to approve schedule of payments.

24/168 Matters for information

Cheney Chatter distribution matters.

PCSO will set up surgery dates in the village, police have circulated information on protecting vehicles from theft.

24/169 Exclusion of press and public

On the proposition of the Chairman, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted to consider, the Press and Public were excluded from the meeting for agenda items 24/170, 24/171.

24/170 Staffing Requirements

Updates received

24/171 Resolution process.

Updates received

Meeting reopened to the public 22:08PM.

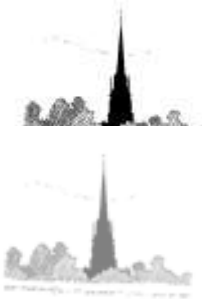
24/172 Next meeting

15th July 2024 – Full Council Meeting.

Meeting closed 22:09PM.

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Parish Meeting Room
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OX17 2LR

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Parish Meeting Rooms
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FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

5th June 2024

Minutes

Present:
Cllr Mark Allen
Cllr Peter Cook

Cllr Ruth Hoose
Pip Davis, Clerk and RFO

1.	Election of Chair of Finance and Policy Committee On the proposition of Cllr Cook it was RESOLVED : to elect Cllr Allen as Chair of the Committee
2.	Resolution to approve apologies for absence. On the proposition of Cllr Hoose it was RESOLVED : Cllr Youel, Cllr Solesbury -Timms
3.	Declarations of interest. None
4.	Approval of minutes of Finance and Policy committee meeting of 1st May 2024. On the proposition of Cllr Cook it was RESOLVED : to approve minutes of Finance and Policy committee meeting 1 st May.
5.	Consideration of adoption of Open Space Seek cost of replacement for play equipment and life expectancy. Seek costs for grass-cutting and shrub/tree maintenance. Clerk and Chair to form estimations for next committee meeting.
6.	Review of policies Complaints Procedure – recommend to full Council Clerk to bring Press and Media Policy to next Council meeting.
7.	Invitation to tender: Christmas Illuminations To recommend draft invitation to tender and scope of contract to Full Council, £15,000-20,000
8.	Invitation to tender: General Parish Maintenance Draft a scheduled breakdown for maintenance tasks, estimated time. Change “officer” to “clerk”. £15,000-20,000. To next Full Council meeting.
9.	Urgent Business. Other - Clerk to add direct debit items to full council meeting.

Meeting closed 20:22PM.

Signed:



Dated: 3rd June 2024



MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

HUMAN RESOURCES COMMITTEE MEETING

Location: Parish Meeting Room

14th May 2024

Minutes

Cllr Mark Allen
Cllr Ruth Hoose
Cllr Nina Truman

Cllr Alan Youel
Pip Davis, Clerk and RFO.

Meeting started: 19:05PM

In the absence of an elected Chair, on the proposition of Cllr Youel it was **RESOLVED:** to elect Cllr Mark Allen to Chair the meeting.

1.	Resolution to approve apologies for absence None received.
2.	Declarations of interest None.
3.	Approval of the minutes of the meeting 14th March 2024 On the proposition of the Chairman it was RESOLVED: to approve minutes of meeting 14 th March 2024.
4.	Resolution to exclude the public On the proposition of the Chairman it was RESOLVED: that, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted, the Press and Public be excluded from the meeting for agenda items 5, 6, and 7.
5.	Operations management Recommendation regarding services requirement to be made to full Council.
6.	Staff management Recommendation to full Council regarding salary payments.
7.	Resolution processes HR Committee to update full Council and discuss outcomes.
8.	Urgent Business None

Meeting closed 20:59PM

Signed:



Dated:



MIDDLETON CHENEY
Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

3rd July 2024 Minutes

Present:

Cllr Alan Youel

Cllr Mark Allen, Chairman of Committee

Pip Davis, Clerk and RFO

Cllr Peter Cook

1.	Resolution to approve apologies for absence. On the proposition of Cllr Youel it was RESOLVED: to approve apologies for absence from Cllr Hoose and Cllr Solesbury-Timms
2.	Declarations of interest. None
3.	Approval of minutes of meeting of 5th June 2024 (attached). On the proposition of the Chairman it was RESOLVED: to approve minutes of meeting 5 th June.
4.	Lamp post repair and replacement Recommendation for Infrastructure Technologies to undertake all replacements of columns, pending 3 rd quote.
5.	Review of costs of replacement play equipment Cost the green space maintenance to the specifications provided. Confirm what has been "promised" to WNC regarding standard of maintenance (planning / s106, ask Will Almond). Discuss at next finance and policy meeting.
6.	Press and media policy • Recommended with information regarding previous social media policy.
7.	Finance and policy related training <ul style="list-style-type: none">• To receive information on available finance and policy related training.• Finance for Councillors. VAT for unregistered Councils, Procurement, Year End & Audit receipts & Payments over £25,000.• Clerk to confirm new course dates with NCALC, consider NCALC visit.• Recommendation to Full Council to arrange a bespoke full council training around Finance for Councillors and Procurement for any Councillors who would like to attend.
8.	Urgent Business Clerk advised of change to an agreed quote for hearing loop.

Meeting closed 20:02PM

Signed:

Dated:



MIDDLETON CHENEY

Parish Council

Parish Meeting
Room
Main Road
Middleton Cheney
OX17 2LR

HUMAN RESOURCES COMMITTEE MEETING

Location: Parish Meeting Room

19th June 2024

Minutes

Present:
Cllr Mark Allen
Cllr Ruth Hoose

Cllr Nina Truman
Cllr Alan Youel
Pip Davis, Clerk and RFO

1.	Election of Chair of the HR Committee On the proposition of Cllr Youel it was RESOLVED: to elect Cllr Allen as Chair of the HR Committee.
2.	Resolution to approve apologies for absence None received. Absent: Cllr Solesbury-Timms
3.	Declarations of interest None
4.	Approval of the minutes of the meeting 14th May 2024 Approved
5.	Resolution to exclude the public On the proposition of the Chairman it was RESOLVED: that, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted, the Press and Public be excluded from the meeting for agenda items 6 and 7.
6.	Staff management The HR Committee to consider staff management processes. Recommendation to Full Council each committee is encouraged to undertake training specific to their function. HR Committee to undertake to complete training to support employer responsibilities and receive copies of the good employers' guide.
7.	Resolution process The HR Committee to consider and agree next steps after receipt of further information relating to resolution process. Update received regarding resolution process.
8.	Urgent Business The Chairman to advise whether they have agreed to any items of urgent business being admitted to the agenda.

Meeting closed 20:40PM

Signed:

Dated:

Chair of the HR Committee: Cllr. Mark Allen
Clerk: 01295 713500, email - clerk@middletoncheney.org.uk

MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney

Applications Determined

Application Number	Comments due	Location	Proposal	Parish Council Comments
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Applications Received

Application Number	Comments due	Location	Proposal
2024/2738/PND		Longacre House Astrop Road Middleton Cheney OX17 2PH	Prior notification for the demolition of existing wooden barns and erection of new steel A frame barn in green
2024/3145/FULL		24 Astrop Road, Middleton Cheney, OX17 2PQ	Demolition of Garage and Utility room. Single storey front and side extensions. New roof with first floor accommodation. Solar panels and roof lights to new roof. 2m high brick wall to boundaries.
2024/1057/FULL		School Room 22A Queen Street Middleton Cheney OX17 2NP	Change of use from School Room associated with former Baptist church to form single dwelling and storage area with dropped kerb and associated car parking
2024/3111/ADV		Land East of Waters Lane Middleton Cheney	Directional signage for a new residential development in three locations.
2024/3194/TPO		7 Tenlands Middleton Cheney OX17 2NL	Removal of 1 x Yew tree (TPO: 124/1972)

the quote.



<p>Details of your concerns or complaint</p>	<p>1. Cemetery Maintenance</p> <p>As previously advised the lack of maintenance at the Cemetery is unacceptable. The frequency of grass cutting is not always an issue. The issue on the whole is that the contractors leave it in a mess when the grass has been cut.</p> <p>They rarely use a mower but a strimmer only and the grass is not collected afterwards or blown off headstones/pots.</p> <p>It is clear the scope of works is not the same as previous contractors who collected the grass and blew the grass off of headstones etc. I provided feedback at the time of how nice the Cemetery looked.</p> <p>It is incredibly frustrating and upsetting to look after 4 graves, to keep them regularly maintained and tidy, and visit after the contractors have attended and it be a mess. It is disrespectful to the those who are at rest and visitors.</p> <p>I have raised the same concern before and each time it is brushed off and I am told the Cemetery maintenance is acceptable. Acceptable to who exactly?</p> <p>Many residents have raised the same issue, we are not all wrong and the Councillors need to listen to genuine concerns and complaints, not decide or come to a conclusion before investigating fully or genuinely listening to what residents have to say.</p>
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MIDDLETON CHENEY

Parish Council

	<p style="text-align: center;">2. Parish Council Objectives and Conduct</p> <p>I am not clear what the Parish Councils remit is when concerns and complaints are not listened to or actioned.</p> <p>It was also very clear in the recent meeting on 17th June that Councillors are not particularly interested in what residents have to say.</p> <p>Residents do not have a voice and very little appears to be actioned or changes.</p>
<p>The Action you would like to see as a result of your complaint.</p>	<ol style="list-style-type: none"> 1. Contractors spoken to regarding complaints 2. Confirmation of scope of works 3. Grass collected 4. A mower used rather than just a strimmer 5. Grass blown off headstones/pots 6. Trees and general landscaping pruned and tidied up 7. Confirmation of Parish Councils actual remit and purpose 8. A questionnaire to residents asking what they want from the Parish Council and what is important to them. 9. The Councillors to engage with residents, listen, communicate and investigate concerns fully and actually care about residents concerns regarding the village. 10. Confirmation of how this complaint can be escalated beyond the Parish Council.

MIDDLETON CHENEY

Parish Council

12/07/2024

Middleton Cheney Parish Council Current Year

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Detailed Receipts & Payments by Budget Heading 01/07/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Receipts</u>								
1076	Precept	66,468	132,935	66,468			50.0%	
1090	Interest Received	363	500	137			72.5%	
1130	Parish Meeting Rooms - Rental	190	600	410			31.7%	
1150	Grass - NCC	0	747	747			0.0%	
1160	Cemetery - Burial Plots	2,075	1,978	(97)			104.9%	
1161	Cemetery - Admin Fee	125	350	225			35.7%	
1170	Allotments - Rental/Income	50	80	30			62.5%	
	Receipts :- Receipts	69,270	137,190	67,920			50.5%	0
	Net Receipts	69,270	137,190	67,920				
<u>101 Administration</u>								
1115	CIL Income	0	15,000	15,000			0.0%	
	Administration :- Receipts	0	15,000	15,000			0.0%	0
4000	Staff Salaries	10,748	45,000	34,252	34,252	34,252	23.9%	
4001	National Insurance ERS	1,108	2,700	1,592	1,592	1,592	41.1%	
4002	National Insurance EES	1,289	4,000	2,711	2,711	2,711	32.2%	
4020	Payroll & Pension Admin - SGW	120	550	430	430	430	21.8%	
4022	Pension EE & ER	475	1,700	1,225	1,225	1,225	28.0%	
4023	Pension - SGW Costs - Auto Enr	0	75	75	75	75	0.0%	
4024	HR - Staff Eye Tests	0	100	100	100	100	0.0%	
4040	Insurance	708	5,000	4,292	4,292	4,292	14.2%	
4050	Audit - Fees External	0	500	500	500	500	0.0%	
4051	Audit - Fees Internal	0	500	500	500	500	0.0%	
4060	Admin - Fees - SLCC	0	300	300	300	300	0.0%	
4061	Admin - Fees - NALC	1,524	2,000	476	476	476	76.2%	
4070	Training Councillors	121	1,000	879	879	879	12.1%	
4072	Training - Staff	50	1,000	950	950	950	5.0%	
4080	Admin - Office Expenses	0	600	600	600	600	0.0%	
4081	PPE - Personnel Protection Equ	21	150	129	129	129	13.9%	
4082	Travel/Mileage	28	100	72	72	72	28.2%	
4095	Parish Council Grants	3,313	5,500	2,188	2,188	2,188	60.2%	
4110	Cheney Chatter	450	2,000	1,550	1,550	1,550	22.5%	
4120	Parish/Neighbourhood Costs	39	2,500	2,461	2,461	2,461	1.5%	
4122	Defibrillator - Repairs/Parts	0	200	200	200	200	0.0%	
4131	Website - 2Commune	333	1,500	1,167	1,167	1,167	22.2%	
4132	**Website - Software - Other	130	1,000	870	870	870	13.0%	
4141	Printer - Costs	0	300	300	300	300	0.0%	
4150	RBS - Software & Support	192	300	108	108	108	64.0%	

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Middleton Cheney Parish Council Current Year Detailed Receipts & Payments by Budget Heading 01/07/2024

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4151 RBS - Data Backup	238	100	(138)		(138)	238.0%	
4152 RBS - Year End	569	500	(69)		(69)	113.8%	
4155 Election Costs	0	100	100		100	0.0%	
4650 Events	530	2,500	1,970		1,970	21.2%	
Administration :- Indirect Payments	21,985	81,775	59,790	0	59,790	26.9%	0
Net Receipts over Payments	(21,985)	(66,775)	(44,790)				
<u>201 Street Lighting</u>							
4200 Street Lighting - Power	1,626	5,000	3,374		3,374	32.5%	
4210 Street Lighting - Maintenance	454	1,000	546		546	45.4%	
4211 Street Lighting - Replacements	250	2,000	1,750		1,750	12.5%	
Street Lighting :- Indirect Payments	2,330	8,000	5,670	0	5,670	29.1%	0
Net Payments	(2,330)	(8,000)	(5,670)				
<u>301 Cemetery</u>							
4300 Cemetery - Maintenance	175	500	325		325	35.0%	
4310 Cemetery - Grass Cutting	3,819	5,500	1,681		1,681	69.4%	
4320 Cemetery - Rates/Comm. Refuse	490	500	10		10	98.0%	
Cemetery :- Indirect Payments	4,485	6,500	2,015	0	2,015	69.0%	0
Net Payments	(4,485)	(6,500)	(2,015)				
<u>401 Parish Meeting Room</u>							
4083 PMR General Maintenance	0	500	500		500	0.0%	
4400 PMR - Fire Inspection	0	100	100		100	0.0%	
4401 **PMR - PAT Testing	0	100	100		100	0.0%	
4420 PMR - Water	0	90	90		90	0.0%	
4431 PMR - Electricity	1,116	3,000	1,884		1,884	37.2%	
4460 PMR - Broadband	247	3,000	2,753		2,753	8.2%	
4480 PMR - Refurbishment	18	7,000	6,982		6,982	0.3%	
Parish Meeting Room :- Indirect Payments	1,381	13,790	12,409	0	12,409	10.0%	0
Net Payments	(1,381)	(13,790)	(12,409)				
<u>501 Amenities & Open Spaces</u>							
4084 Street warden equipment	35	400	366		366	8.6%	
4500 **AAOS - General Maintenance	331	5,000	4,669		4,669	6.6%	
4511 AAOS - Bins - Dog Waste	589	3,000	2,411		2,411	19.6%	
4520 AAOS - Tree Maintenance	0	1,000	1,000		1,000	0.0%	

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Detailed Receipts & Payments by Budget Heading 01/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4522 AAOS - Play Equip' Play Areas	0	4,000	4,000		4,000	0.0%	
4524 AAOS - Permissible Bridleway	0	4,000	4,000		4,000	0.0%	
4530 Play Area - Annual Inspection	0	450	450		450	0.0%	
4531 Play Area-Stanwell-Maintenance	37	2,000	1,963		1,963	1.9%	
4532 Play Area-Astrop-Maintenance	575	2,000	1,425		1,425	28.8%	
4540 Grass - Contractor	1,203	4,000	2,797		2,797	30.1%	
4541 Grass - Roadside Verges	1,743	7,500	5,757		5,757	23.2%	
4542 Grass - Path Clearing	519	2,500	1,981		1,981	20.7%	
4543 Grass - Shrubs	1,307	0	(1,307)		(1,307)	0.0%	
4545 Grass - Astrop Play Area	1,203	4,000	2,797		2,797	30.1%	
4546 Grass - Stanwell Play Area	1,203	4,000	2,797		2,797	30.1%	
4550 Amenities - CCTV	780	1,500	720		720	52.0%	
4551 Amenities - CCTV - Maintenance	157	450	293		293	34.8%	
4552 Amenities - CCTV - Support	195	0	(195)		(195)	0.0%	
4553 Amenities - CCTV Mobile Phones	137	330	193		193	41.4%	
4560 PMR - Commercial Refuse	0	600	600		600	0.0%	
4570 Signs & Notice Boards	46	1,000	954		954	4.6%	
Amenities & Open Spaces :- Indirect Payments	10,059	47,730	37,671	0	37,671	21.1%	0
Net Payments	(10,059)	(47,730)	(37,671)				
<u>601 Projects & Other Expenditure</u>							
4616 Christmas Lighting	0	15,000	15,000		15,000	0.0%	
Projects & Other Expenditure :- Indirect Payments	0	15,000	15,000	0	15,000	0.0%	0
Net Payments	0	(15,000)	(15,000)				
<u>999 VAT Data</u>							
515 VAT on Payments	4,467	0	(4,467)		(4,467)	0.0%	
VAT Data :- Indirect Payments	4,467	0	(4,467)	0	(4,467)		0
Net Payments	(4,467)	0	4,467				
Grand Totals:- Receipts	69,270	152,190	82,920			45.5%	
Payments	44,706	172,795	128,089	0	128,089	25.9%	
Net Receipts over Payments	24,564	(20,605)	(45,169)				
Movement to/(from) Gen Reserve	24,564						



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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?	✓	31/MAY/2024	
Are all RBS cashbooks maintained and up to date?	✓	31/MAY/2024	
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?		N/A	
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?		N/A	
4. Payroll Controls			
Do all employees have contracts of employment with clear terms and conditions?	N	UNDER REVIEW (HR)	
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?	✓	DD SET UP	
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?	✓		

MIDDLETON CHENEY

Parish Council

Are the assets and Investments registers up to date?	✓	PENDING VALUATION.	
Record of deeds, articles and land register references available?	✓		
Do asset insurance valuations agree with those in the asset register?	✓	PENDING VALUATION.	
6. Risk Management			
Does a review of the minutes identify any unusual financial activity?	NO		
Do minutes record the Council carrying out an annual risk assessment?	YES		
Is insurance cover appropriate and adequate?	YES		
Are internal financial controls documented and regularly reviewed?	YES		
Minutes initialled, each page identified and overall signed?	YES		
Regular reporting and minuting of bank balance?	YES		
Does the Council have any cash investments?		STOCK BOND	
If 'yes', has the Council considered the Government's investment guidance?	NO		
7. Budget Controls			
Has the council properly minuted and approved precept demand?	YES		
Has the council prepared an annual budget in support of its precept?	YES		
Budget against spend comparisons provided regularly to the Council with bank reconciliation?	YES		
Are there any significant unexplained variances from budget?	NO		
Level of general reserves within Proper Practice? i.e. between 3 and 12 months running costs	YES		
Are earmarked reserves balanced and up to date?	YES		
8. Bank Reconciliation			
Is a bank reconciliation carried out regularly and in a timely fashion?	YES		
Are there any unexplained balancing entries in any reconciliation?	NO		
Is the value of investments held summarised on the reconciliation?		N/A	
9. Year End Procedures			
Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	YES		
Do bank statements agree with the cashbook?	YES		
Has the council reviewed any unfulfilled objectives of the previous AIAR?	YES		
Has the council reviewed any exceptions in the latest AGAR?	YES		
10. Due Process			
Standing Orders reviewed and adopted for current year?	YES		
Financial Regulations reviewed and adopted for current year?	YES		
Adequate internal controls for payments? (Do arrangements for all payments satisfying complex madate?)	YES		
Register of Member Interests held and provided to Democratic services?	YES		
Summons signed, and issued to councillors with agenda, with 3 clear			

MIDDLETON CHENEY Parish Council

days' notice?	YES	
Notice of meeting displayed with 3 clear days' notice in a conspicuous place in the parish?	YES	
Committee terms of reference reviewed and adopted?	YES	
Scheme of delegation reviewed and adopted?	YES	
11. Housekeeping		
Invoice folder completed for previous month?	YES	
Authorisation of Payments signed and kept with invoices?	YES	
All bank statements filed correctly?	YES	
Paying-in book current?	YES	
Have policies and procedures been tracked and checked for renewal?	YES	
Planning files tracked and updated?	YES	
Register of Burials up to date?	YES	
Map of Cemetery up to date?	NO	- IN PROCESS
Cemetery risk assessment completed?	YES	
Allotment invoices / receipts provided? (quarterly)	YES	
Allotment risk assessment completed?	YES	
Play area inspection completed?	YES	
Employee appraisals completed?	YES	


point transaction spot check

Transaction ID	28/6/24 EON	5425LD	28/6/24	MOB B272	17/06/24
Recorded in ledger	✓	✓	✓	✓	✓
Timely payment	✓	✓	✓	✓	✓
Dual signatory provided	✓	✓	✓	✓	✓
Payment approval minuted	✓	✓	✓	✓	✓
Invoice / receipt provided	✓	✓	✓	✓	✓
Reconciliation, minute and invoice value match	✓	✓	✓	✓	✓

NOTE:
- MON.
MORNINGS

6-

Signed:
Internal Control Checklist Monitor
Middleton Cheney Parish Council



No. of councillors	10	Clerk:	Pip Davis
Quorum	4	RFO (if different)	
Electorate	approx 3050	ICCM	Richard Salsbury - Thurs
Precept	132,935	Date of review	10/07/2024
Gross budgeted income	137,190	Quarter reviewed	1

Signed: 
Clerk, RFO
Middleton Cheney Parish Council

MIDDLETON CHENEY

Parish Council

Category: Policy	Status: Adopted
Responsible: HR Committee/Clerk	Adoption minute ref: 23/138
Applicable to: Council	Adoption date: 15/05/2023
Version: 1.1	Next review: 05/2024

Complaints Procedure

Scope

A complaint is an expression of dissatisfaction, made either verbally or in writing, about the standard of service, actions, or lack of action by the Parish Council or its staff, affecting an individual resident or more members of the public.

The following will not be registered as complaints:

- A request for service
- A request for information

Procedure

The Clerk in consultation with the Chair is responsible for the coordination of the complaints policy and procedure.

The Clerk is responsible for overseeing the process of monitoring and reporting the progress of the complaint and any responses made to the Chair and other Councillors.

Process for complaint handling

Complaints should preferably be in writing, addressed to the Clerk, the Chair or nominated officer and signed by the complainant, complete with address.

Telephone and verbal complaints will be entered into the complaints system, but wherever possible, should be confirmed in writing.

Anonymous complaints should also be recorded and assessed, and action taken where necessary.

To deal with complaints effectively and efficiently in order to resolve the problem, they will be dealt with in the following manner:

The Clerk will handle straightforward, minor complaints. Where these minor complaints cannot be dealt with immediately, they will be acknowledged in writing within 5 working days. The letter will detail what action will be taken, who will handle the complaint with a contact number, and the anticipated time for a response where this is known. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way on the next Parish Council Meeting Agenda.

The complainant will be invited to attend the meeting and advised that they can bring with them a representative of their choice. The complainant will be asked to provide the Parish Council with copies of any documentation or other evidence relied on. The Parish Council will provide the complainant with copies of any documentation upon which they wish to rely on at the meeting and shall do so promptly allowing the complainant the opportunity to read the material in good time for the meeting i.e., 7 clear working days on either side.

Complaints which cannot be handled by the Clerk should be referred to the person responsible for resolution in

MIDDLETON CHENEY Parish Council

Should the Clerk/Chair consider that a complaint is of a nature that requires the involvement of an independent mediator/facilitator, full Council approval will be sought.

In cases where the complainant does not accept the outcome achieved by the Parish Council as a result of following its complaints procedure, the complainant should be advised of alternative options open to them.

	Complaint Category	Action
1.	Financial irregularity	The Clerk/RFO should endeavour to provide an explanation of the item. The Clerk/RFO may need to consult the internal Auditor and/or Audit Commission. If the complainant is not satisfied, the Clerk should advise the complainant of the local elector's statutory right to object Council's audit of accounts pursuant to S16 Audit Commission Act 1998.
2.	Criminal Activity	The Clerk should refer the complainant to the Police.
3.	Member Conduct	If the complaint relates to a failure to comply with the Code of Conduct the complainant should be advised to write to Chairman of the Council
4.	Employee Conduct	Internal disciplinary matter and should be referred to the HR Committee
5.	Other	This should be dealt with via the Complaints Committee.

Committee Meeting - Complaints

The Parish Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint will be announced at the next Committee meeting with the public present.

The Chair should introduce everyone and explain the procedure.

The complainant (or representative) should outline the grounds for the complaint and thereafter questions may be asked by (a) the clerk or other nominated officer and then (b) Councillors.

The Clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their positions.

The Clerk or other nominated officer and the complainant should be asked to leave the room while Councillors decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back. If the decision is unlikely to be finalised on that day, they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

The decision should be confirmed, in writing, within seven working days together with details of any action to be taken.



MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

Category: Policy	Status: Draft
Responsible: Clerk/RFO	Adoption minute ref:
Applicable to: Full Council and Clerk	Adoption date:
Version: 1.0	Next review:

PRESS AND MEDIA POLICY

Introduction

The purpose of this policy is to guide both Councillors and Officers of the Council in their relations with the Press and Media, in such a way as to ensure the smooth running of the Council.

This policy ~~supersedes~~ the previous Social Media policy and reference to "media" includes social media. This policy does not seek to be either prescriptive or comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with the Press and Media.

Above everything else, Councillors must observe the Council's Code of Conduct whenever they conduct the business of the authority, conducts the business of the office to which they have been elected/appointed or acts as a representative of the authority.

1. Clerk and Officers of the Council

1.1 The Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council. In the absence of the Clerk, media communications will handled by the Chair. In the absence of both of these officers enquirers will be referred to the Vice Chair who will act as the spokesperson for the purposes of this element of the policy.

1.2 All communications made by the Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council. The Clerk is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Clerk the enquirer should be referred to the Chair / Vice Chair or Council as considered appropriate.

1.3 No other Officer of the Council, unless authorised by the Clerk or the Chair, is permitted to speak or communicate with the Press and Media on any matter affecting the Council or its business.

2. Councillors

2.1 A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on Council or

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Parish Council



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Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

Category: Policy	Status: Draft
Responsible: Clerk/RFO	Adoption minute ref:
Applicable to: Full Council and Clerk	Adoption date:
Version: 1.0	Next review:

2.7 Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure about any particular policy, simply state "no comment" and ask the press to contact the Council Office.

2.8 Councillors should be aware that case law states that the role of Councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business. Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the council.


2.9 Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.

2.10 A Councillor should not raise matters relating to the conduct or capability of a member of the Council, the Chairman, a Committee, and Officer or any employee of the Council at meetings held in public or before the press.



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

Client	Middleton Cheney PC	Intratest ColcheK Results Sheet	NDT KEY			
Job Number	J 1745				Type 1	Visual Inspection
Date	13.06.2024				Type 2	Structural Inspection
Notes:		Non-Destructive Testing	Type 3	Load calculations		
Columns are graded to the highest reading		Attachment of festive lighting, anpr cameras and banners	BS EN 40			

Column Details				insertion														
Road Name	No.	Shaft Visual	Base Visual	A	B	C	D	Highest %	Risk Category	Life Exp	Retest Period	Col Height	Col Mat	NDT Type 1-2	NDT Type 3	Unitary Factor	COMMENTS	
MIDDLETON CHENEY				Percentage loss of wall thickness														ATTACHMENT OF FESTIVE LIGHTS
HIGH STREET	7	C	C	25	30	25	25	30	3	5-10 Years	2 Years	4-5 MT	STEEL	PASS	PASS	<80	SURFACE RUST BASE AND SHAFT - NDT NUMBERED	
HIGH STREET	8	C	C	25	25	25	25	25	3	5-10 Years	2 Years	4-5 MT	STEEL	PASS	PASS	<80	SURFACE RUST BASE AND SHAFT	
HIGH STREET	1	C	C	25	30	30	25	30	3	5-10 Years	2 Years	5-6 MT	STEEL	PASS	PASS	<80	EMBELLISHED - SURFACE RUST BASE AND SHAFT	
HIGH STREET	2	E	E						REMOVE				STEEL	FAIL	FAIL	NA	VISUAL FAILURE BASE HOLED	
HIGH STREET	3	C	C	25	25	25	25	25	3	5-10 Years	2 Years	5-6 MT	STEEL	PASS	PASS	<80	EMBELLISHED - SURFACE RUST BASE AND SHAFT	
ASHLADE	1	C	B	15	15	15	15	15	2	10-15 Years	2 Years	5-6 MT	ALUM	PASS	PASS	<80	ALUMINIUM COLUMN - NOT NUMBERED	

CERTIFICATE OF INSPECTION

MIDDLETON CHENEY PC

CERTIFICATE DATE 13TH JUNE 2024

NON-DESTRUCTIVE TESTING OF STREET LIGHTING COLUMNS

The following units listed below were structurally inspected (NDT) and our column inspection methods are compliant to the requirements of BS EN 40, taking into consideration the windage and weight calculations for festive lighting as proposed by the client.

We hereby certify that the columns listed below are structurally strong enough to support their own weight and the loading of wind or precipitation up to a limit of 50 mph, in addition to the limit of 15 kgs per festive attachment, as proposed by the council.

The inspection certificate only covers the structural integrity of each column and it does not cover the attachment, the attachment bracket or additional attachments.

Road	Column Number
HIGH STREET	8,7,1,3
ASHLADE	1

Certificate is valid for 2 years

Retest required 2026

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

MIDDLETON CHENEY Parish Council

MIDDLETON CHENEY PARISH COUNCIL GRANT REQUEST

APPLICATION FORM

This application must be received by:

1.	Name of Organisation/Club	MIDDLETON CHENEY RESIDENCE & TENANCY ASSOCIATION
2.	Address	[REDACTED] MIDDLETON CHENEY SANGWIST
3.	Are you a registered charity? If Yes: Registered Number	Yes/No No
4.	Contact's Name and Position (Please print)	EDWARD JOLLSBURY - TRAM FACILITATOR
Contact Details:		Telephone Number: [REDACTED] Mobile Number: Email Address: [REDACTED]
Amount requested		£ 100 160
For what purpose or project is the Grant requested?		REPRESENT THE INTEREST OF MEMBERS, ENSURE THAT ALL MEMBERS ARE CONSULTED REGULARLY AND THAT ALL RESIDENCE REQUIREMENTS ARE ENCOURAGED TO JOIN IN, PROMOTE COMMUNITY, SOCIAL, EDUCATIONAL, & OTHER SUCH ACTIVITIES THAT IS AVAILABLE TO OUR RESIDENCE OF THE AREA
Total cost of the above project?		£160

9.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A
10.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Yes/No No
11.	Who will benefit from the project?	COMMUNITY
12.	Approximately how many of those who will benefit reside in Middleton Cheney?	3500 APPROX

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

Signed: [Signature]

Date: 12/07/22

Version	Author	Date	Changes	Status	Minute ref
1.0	V Furniss			Draft	
1.0	V Furniss	20-06-2022		Adopted	22/1081

MIDDLETON CHENEY

Parish Council

Authorisation of Payments

Jun-24

Month 3 - Tax Year 2024-25

Banked							
03/06/2024		Receipt(s) Banked			362.75		
03/06/2024		Receipt(s) Banked			25.00		
10/06/2024		Receipt(s) Banked			65.00		
26/06/2024		Receipt(s) Banked			1,485.08		
Date	Invoice	Method	Net	VAT	Gross	Payee	Code
07/06/2024		DD	138.736	34.684	173.42	Nest - Pensions	
07/06/2024		DD	24.624	6.156	30.78	O2	
10/06/2024		DD	318.296	79.574	397.87	Hiscox Underwriting Ltd	
11/06/2024		BACS	360	90	450	Best Area Magazines	
17/06/2024		BACS	0.96	0.24	1.2	car park charges	
17/06/2024		BACS	32	8	40	Mobile Bitz	
19/06/2024		DD	150.72	37.68	188.4	Tower Leasing Ltd	
20/06/2024		DD	30.24	7.56	37.8	SGW Payroll Ltd	
24/06/2024		DD	79.544	19.886	99.43	Rydal Security	
28/06/2024		DD	79.096	19.774	98.87	Onecom Systems	
28/06/2024		BACS	218.6	54.65	273.25	E-on	
28/06/2024		BACS	523.448	130.862	654.31	HMRC	
28/06/2024		BACS	4311.048	1077.762	5,388.81	Slade Estate Services	
28/06/2024		BACS	33.12	8.28	41.4	Red Office	
28/06/2024		BACS	200	50	250	Banbury caledonian pipe band	
28/06/2024		BACS	1665.68	416.42	2,082.10	Balfour Beatty	
28/06/2024		BACS	141.44	35.36	176.8	Shield Group	
28/06/2024		BACS	38.4	9.6	48	Pip Davis	
28/06/2024		BACS	40.32	10.08	50.4	NCALC Northants CALC	
28/06/2024		BACS	123.84	30.96	154.8	NCALC Northants CALC	
28/06/2024		BACS	852.536	213.134	1,065.67	E-on	
28/06/2024		BACS	521.592	130.398	651.99	HMRC	
31/06/2024		BACS				Deborah Burdett	
31/06/2024		BACS				Richard Coughtrey	

MIDDLETON CHENEY

Parish Council

31/06/2024		BACS				Pip Davis	
June TOTAL			£12,355.30	& Protected payments			

Upcoming Payments Month 4

13/07/2024		BACS	£640.00	£160.00	£800.00	Intratest	
July		BACS	82.39	19.774	98.87	Onecom	
20/08/2024	INV-3896	BACS	£65.28	£16.32	81.6	Northants CALC	
August		DD	24.624	6.156	30.78	O2	
13/07/2024	69663	BACS	£158.40	£39.60	198	Play Inspection Company	
28/07/2024	7796	BACS	190.944	47.736	238.68	Shield	
29/07/2024	26050	BACS	£3,371.97	£842.99	4,214.96	Slade estate services	
July	quote 42930	BACS	1391.2	347.8	1,739.00	Contacta	
03/07/2024	IN10966795	BACS	£1,240.50	62.02	1,302.52	Npower	
03/09//2024	INV-3930	BACS	40.32	10.08	50.4	Northants CALC	
01/08/2024	INV-0501	BACS			4,000.00	B R Cherry & Son	
19/07/2024	477391	DD	150.72	37.68	188.40	Tower Leasing	
May/June, June/July		DD			1,424.83	HMRC PAYE	
July		BACS				Richard Jerrams	Salary
July		BACS				Deborah Burdett	Salary
July		BACS				Pip Davis	Salary, overtime <10%

Bank Balances as at /2024

Community Account
Business Premium Account 360
Business Premium Account 259

X
Mark Allen
Councillor

X
Nina Truman
Vice-Chairman