



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

### PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

15<sup>th</sup> July 2024, 7:15pm

#### Minutes

Present:

Cllr Nina Truman, Vice-Chair, Chair of the meeting  
Cllr Kristian Burgess  
Cllr Peter Cook  
Cllr Ruth Hoose  
Cllr Stuart Howard

Cllr Rachel Markham  
Cllr Richard Solesbury-Timms  
Pip Davis, Clerk and RFO  
Unitary Cllr Rebecca Breese  
6 Members of the public

The Chair read a statement to advise item 24/184 Playing Fields - Land Matters item would not be discussed by the Council at tonight's meeting.

#### 24/173 Apologies for absence

On the proposition of the Chair it was **RESOLVED**: Apologies received Cllr Alan Youel, Cllr Mark Allen and Cllr Rachel Washer

#### 24/174 OPEN MEETING

A resident: 24/181, Tenlands – asks on “behalf of Tenlands residents” what is happening to the splay. 24/193 Residents and Tenants, asks what it is about.

A resident: 24/176 - Co-option of candidate –Can Council include the recent new councillors on website. 24/193 – residents and tenants association, supportive of idea.

A resident: 24/181 - Consideration of grass-cutting, asked about payment for contract. 24/184 – PFA happy to provide a transparent report excluding public and press. 24/188 – Play area reports, when will repairs be made.  
**Open meeting closed. 19:27**

#### 24/175 - Members' declaration of interest in items on the agenda

Cllr Burgess: 24/184, PFA Chairman.

#### 24/176 Co-option of candidate to fill casual vacancy

Aneta Evins was duly co-opted to fill the casual vacancy (not present).

#### 24/177 Approval of minutes of full council meeting 17<sup>th</sup> June 2024 - attached

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to receive and approve the minutes of meeting of the Council on 17<sup>th</sup> June 2024.

#### 24/178 Receipt of committee minutes - attached

(i) To receive the approved minutes of Finance and Policy Committee meeting 5<sup>th</sup> June 2024.

(ii) To receive the approved minutes of Human Resources Committee meeting 14<sup>th</sup> May 2024.

On the proposition of the Chairman it was **RESOLVED** To receive the approved minutes of meeting 5<sup>th</sup> June 2024 and 14<sup>th</sup> May.

(iii) To receive the draft minutes of Finance and Policy Committee meeting 3<sup>rd</sup> July 2024.

(iv) To receive the draft minutes of Human Resources Committee meeting 19<sup>th</sup> June 2024.

**Members received.**

#### 24/179 Planning – letters, decisions and applications - attached

To consider planning applications as outlined:

[2024/2738/PND](#) Longacre House Astrop Road Middleton Cheney OX17 2PH No Comment

[2024/3145/FULL](#) 24 Astrop Road, Middleton Cheney, OX17 2PQ No Comment

[2024/1057/FULL](#) School Room 22A Queen Street Middleton Cheney OX17 2NP No Comment

[2024/3111/ADV](#) Land East of Waters Lane Middleton Cheney Construction directionals should not mislead traffic to use South entrance to Water Lane. Objection to sign opposite entrance alongside housing due to aesthetics and lack of need.

[2024/3194/TPO](#) 7 Tenlands Middleton Cheney OX17 2NL. Cllr Burgess declared interest due to neighbouring land interests. The Council would like to know more about the specifics of the tree, such as age and species.

# MIDDLETON CHENEY

## Parish Council

### **24/180 Reports from Ward Councillors**

Apologies received from Cllr Rosie Herring  
No reports provided.

### **24/181 Complaint, Cemetery grass-cutting - attached**

On the proposition of the Chairman it was **RESOLVED**: Complaint not upheld. Councillors have agreed to take comments under advisement. Recommendations to be brought back to next meeting. Cllr Truman, Cllr Howard / Cllr Burgess, Cllr Hoose to review communication protocols generally.

### **24/182 Quarterly Budget Report**

Clerk provided an explanation for any notable variances from budget.

### **24/183 Internal Controls Checklist**

Internal Controls Checklist reviewed and discussed.

### **24/184 Playing Fields – Land Matters**

PFA representatives invited to provide information. Cllr Burgess excluded from providing information. The PFA Secretary disputes contents of letter however will not publicly address the matter. The PFA Secretary advised there are documents they are happy to supply but might be misconstrued. As it could not be determined that the discussion met requirements to exclude press and public, the PFA Secretary stated the PFA would share documents for Council information to some Councillors only and would be making a complaint to the Council.

### **24/185 Complaints policy**

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to approve the Complaints policy for 2024-25.

### **24/186 Press and Media policy**

Refer back to Finance and Policy to clarify wording between 2.9 and conflicting areas.

### **24/187 Police Liaison Representative Quarterly Report**

Report provided by Cllr Hoose. Chief Constable dismissed in June and now has an acting Chief Constable in post. New Police Fire and Crime Commissioner Danielle Stone. Recent General Annual Conference of PFCC and minutes are available detailing Commissioner Stone's comments. Recent break-ins to churches in local area. Communication with PCSO regarding car thefts and intention to set up village surgeries. Crime figures updated May: 19 reported crimes for Middleton Cheney. Summary of some information to be included in Cheney Chatter.

### **24/188 Play Area reports**

Clerk to continue to source quotes for remedials for moderate, high risk and very high risk matters and consider advice on other matters.

### **24/189 Lamp column stress test report**

Council agreed to replace the failed column and seek quotes to consider replacement of others.

### **24/190 Village maintenance**

Referred to Finance and Policy for new recommendations on column replacement.

### **24/191 Community event September 2024**

Cllr Hoose provided update of planning for the event and organisations which village organisations will be involved.

### **24/192 Full Council training recommendation**

On the proposition of Cllr Cook it was **RESOLVED**: that NCALC is approached to provide bespoke training package for Finance for Councillors and Procurement.

### **24/193 Grant request application**

Refer to August meeting.

### **24/194 Authorisation of Payments – (attached)**

On the proposition of the Chairman it was **RESOLVED**: To approve and provide dual signatory on payments scheduled June 2024 – July 2024.

**Recommendation**: to approve schedule of payments.

# MIDDLETON CHENEY

## Parish Council

**24/195**            **Matters for information**  
**None**

**24/196**            **Exclusion of press and public**  
On the proposition of that 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 to consider, that the Press and Public be excluded from the meeting for agenda items 24/197, 24/198 and 24/199.

**On the proposition of the Chairman it was RESOLVED to suspend Standing Orders and extend meeting for 10 minutes.**

**24/197**            **Bank Mandate**  
On the proposition of the Chairman it was **RESOLVED:** to confirm signatories of the bank mandate and confirm new mandate for orphaned account.

**24/198**            **Resolution review.**  
Deferred to next meeting

**24/199**            **HR Support**  
On the proposition of Cllr Hoose it was resolved to seek HR Consultancy with Peninsula 12 months contract.

**24/200**            **Next meeting**  
19<sup>th</sup> August 2024 – Full Council Meeting.  
**Signed:**            Pip Davis  
Clerk and RFO to Middleton Cheney Parish Council.  
22:24PM closed.

# MIDDLETON CHENEY

## Parish Council

### FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

3<sup>rd</sup> July 2024 Minutes

Present:

Cllr Mark Allen, Chairman of Committee

Cllr Peter Cook

Cllr Alan Youel

Pip Davis, Clerk and RFO

1.	<b>Resolution to approve apologies for absence.</b> On the proposition of Cllr Youel it was RESOLVED: to approve apologies for absence from Cllr Hoose and Cllr Solesbury-Timms
2.	<b>Declarations of interest.</b> None
3.	<b>Approval of minutes of meeting of 5<sup>th</sup> June 2024 (attached).</b> <b>On the proposition of the Chairman it was RESOLVED: to approve minutes of meeting 5<sup>th</sup> June.</b>
4.	<b>Lamp post repair and replacement</b> Recommendation for Infrastructure Technologies to undertake all replacements of columns, pending 3 <sup>rd</sup> quote.
5.	<b>Review of costs of replacement play equipment</b> 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.	<b>Press and media policy</b> <ul style="list-style-type: none"><li>• Recommended with information regarding previous social media policy.</li></ul>
7.	<b>Finance and policy related training</b> <ul style="list-style-type: none"><li>• To receive information on available finance and policy related training.</li><li>• Finance for Councillors. VAT for unregistered Councils, Procurement, Year End &amp; Audit receipts &amp; Payments over £25,000.</li><li>• Clerk to confirm new course dates with NCALC, consider NCALC visit.</li><li>• 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.</li></ul>
8.	<b>Urgent Business</b> Clerk advised of change to an agreed quote for hearing loop.

Meeting closed 20:02PM

Signed:

**SIGNED** ✓

Dated:

# MIDDLETON CHENEY

## Parish Council

### HUMAN RESOURCES COMMITTEE MEETING

Location: Parish Meeting Room

19<sup>th</sup> June 2024

#### Minutes

Present:

Cllr Mark Allen

Cllr Ruth Hoose

Cllr Nina Truman

Cllr Alan Youel

Pip Davis, Clerk and RFO

<b>1.</b>	<b>Election of Chair of the HR Committee</b> On the proposition of Cllr Youel it was <b>RESOLVED:</b> to elect Cllr Allen as Chair of the HR Committee.
<b>2.</b>	<b>Resolution to approve apologies for absence</b> <b>None received.</b> Absent: Cllr Solesbury-Timms
<b>3.</b>	<b>Declarations of interest</b> None
<b>4.</b>	<b>Approval of the minutes of the meeting 14<sup>th</sup> May 2024</b> Approved
<b>5.</b>	<b>Resolution to exclude the public</b> On the proposition of the Chairman it was <b>RESOLVED:</b> 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.
<b>6.</b>	<b>Staff management</b> 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.
<b>7.</b>	<b>Resolution process</b> The HR Committee to consider and agree next steps after receipt of further information relating to resolution process. Update received regarding resolution process.
<b>8.</b>	<b>Urgent Business</b> The Chairman to advise whether they have agreed to any items of urgent business being admitted to the agenda.

Meeting closed 20:40PM

Signed:

**SIGNED** ✓

Dated:

# MIDDLETON CHENEY

## Parish Council

### FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

7<sup>th</sup> August 2024

#### Minutes

Present:  
Cllr Mark Allen

Cllr Peter Cook  
Cllr Ruth Hoose

Cllr Alan Youel  
Pip Davis, Clerk and RFO

1.	<b>Resolution to approve apologies for absence.</b> None
2.	<b>Declarations of interest.</b> None
3.	<b>Approval of minutes of Finance and Policy committee meeting of 3<sup>rd</sup> July 2024.</b> On the proposition of the Chairman it was <b>RESOLVED:</b> to approve minutes of Committee meeting 3 <sup>rd</sup> July.
4.	<b>Review of policies:</b> The Committee have considered the query but feel the current wording allows freedom of conscience while supporting Council function.
5.	<b>Cemetery Software</b> On the proposition of Cllr Youel it was <b>RESOLVED:</b> to recommend EdgeIT as preferred software. On the proposition of the Chairman it was <b>RESOLVED:</b> to recommend expenditure for Cemetery mapping with PearTechnology.
6.	<b>Dog waste collection contract</b> On the proposition of the Chairman it was <b>RESOLVED:</b> to recommend Shield to provide dog waste collections for the term of the contract.
7.	<b>Parish Play Equipment repairs</b> <ul style="list-style-type: none"><li>Deferred awaiting 3<sup>rd</sup> quote.</li></ul>
8.	<b>Lamp post replacement</b> On the proposition of the Chairman it was <b>RESOLVED:</b> To recommend Infrastructure Technologies for lamp post replacement.
9.	<b>Training courses for Finance and Policy Committee</b> <ul style="list-style-type: none"><li>Defer until next meeting pending dates. Consider alternative providers, check with NCALC for timescales for Procurement / Finance for Councillors training.</li></ul>
10.	<b>Exclusion of Press and Public</b> 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, it is proposed that the Press and Public be excluded from the meeting for agenda items 11 and 12.
11.	<b>Parish Maintenance Contract Tenders</b> Deferred
12.	<b>Christmas Illumination Contract Tenders</b> Deferred
13.	<b>Urgent Business.</b> Fence repair to be authorised by Clerk & Council Chairman

Signed:

Dated:

# MIDDLETON CHENEY

## Parish Council

### HUMAN RESOURCES COMMITTEE MEETING

**Location: Parish Meeting Room**

**13<sup>th</sup> August 2024**

**Minutes**

Present:

Cllr Mark Allen, Chairman of Committee

Cllr Ruth Hoose

Cllr Alan Youel

Pip Davis, Clerk and RFO

<b>1.</b>	<b>Resolution to approve apologies for absence</b> Apologies received: Cllr Truman On the proposition of Cllr Hoose it was <b>RESOLVED:</b> to approve apologies for absence.
<b>2.</b>	<b>Declarations of interest</b> None
<b>3.</b>	<b>Approval of the minutes of the meeting 19<sup>th</sup> June 2024</b> Minutes approved and signed by Committee Chairman.
<b>4.</b>	<b>Resolution to exclude the public</b> On the proposition of the Chairman it was <b>RESOLVED:</b> 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 were excluded from the meeting for agenda items 5 and 6.
<b>5.</b>	<b>Staff management</b> The HR Committee makes recommendations to the full Council regarding staff management processes.  Press and public no longer excluded 19:40.
<b>6.</b>	<b>Urgent Business</b> None



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

Application Number	Comments due	Location	Proposal	Parish Council Comments
<b>Applications Determined</b>				
<a href="#">2024/1939/FULL</a>	Approval	24 Queen Street Middleton Cheney OX17 2NP	Widening the access to an existing driveway, including removing part of the boundary wall and compact gravel with 900mm block paving buffer the driveway	
<a href="#">2024/2411/FULL</a>	Approval	18 Longburges Middleton Cheney OX17 2QD	Rear single storey and side garage extension	
<a href="#">2024/2831/PNHPD</a>	Approval	8 Washle Drive Middleton Cheney OX17 2PX	Determination as to whether prior approval is required (under Schedule 2, Part 1, Class A of the above Order) in respect of the impact on the amenity of any adjoining premises of a proposed single storey rear extension extending 4m beyond the rear wall of the original dwelling house, maximum height of 3.96m and height at the eaves 2.47m	
<a href="#">2024/2738/PND</a>	Approval	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	
<a href="#">P/WNS/2021/0003/TPOR</a>		Springfield House Glovers Lane Middleton Cheney OX17 2NT	Tree Preservation Order Not Recommended	
<a href="#">P/WNS/2021/0002/TPOR</a>		Group status Mansion Hill and Tenlands Middleton Cheney	Tree Preservation Order Not Recommended	
<a href="#">P/2019/0009/TPO R</a>		Recreation Ground Middleton Cheney Playing Fields Association Astrop Road Middleton Cheney OX17 2PG	Tree Preservation Order Not Recommended	
<a href="#">2024/2833/FULL</a>	Refusal	8 Washle Drive Middleton Cheney OX17 2PX	Single storey front, part side extension with associated internal and external works.	
<a href="#">2024/3111/ADV</a>	Approval	Land East of Waters Lane Middleton Cheney	Directional signage for a new residential development in three locations.	
<a href="#">2024/0452/FULL</a>	Refusal	Church View Stables, Warkworth Road, Middleton Cheney, OX17 2JH	Church View Stables, Warkworth Road, Middleton Cheney, OX17 2JH	



# MIDDLETON CHENEY

## Parish Council

<a href="#">2024/2597/NMA</a>	Approval	40 Horton Road Middleton Cheney OX17 2LG	Non material amendment to 2024/0457/FULL to omit 45-degree angled rear wall and construct straight wall and reposition rear french doors with an increased width.	
Application Number	Comments due	Location	Proposal	Parish Council Comments
Applications Received				
<a href="#">2024/3721/FULL</a>		8 Washle Drive Middleton Cheney OX17 2PX	Proposed single storey front part side extension with associated internal and external works	
<a href="#">2024/3719/FULL</a>		8 Washle Drive Middleton Cheney OX17 2PX	Proposed single storey side part front extension with associated internal and external works	
<a href="#">2024/1058/FULL</a>		Middleton Cheney Baptist Church 22A Queen Street Middleton Cheney OX17 2NP	Self-build development - Change of use from Baptist Church to dwelling. Demolition of existing rear extensions for new extension. Alterations to outbuilding and front wall.	
<a href="#">2024/3688/FULL</a>		The Haven 15 Astrop Road Middleton Cheney OX17 2PG	Demolition of garage, outbuildings and rear conservatory. Single storey side and rear extensions. New gabled roof with first floor accommodation with dormers windows and roof lights. Flue to serve log burner. Front entrance canopy.	
<a href="#">2024/3503/TCA</a>		10 Glovers Lane Middleton Cheney OX17 2NU	Removal of 1 x self-setting Hazelnut tree Removal of 1 x young Eucalyptus tree	
<a href="#">2024/3758/TCA</a>		9 Braggintons Lane Middleton Cheney OX17 2NG	Reduce height to 1 x Pear, 3 x Holly and 1 x Elder Section Fell to ground level to 1 x Holly	



## Issues which cannot be taken into account

Who the applicant is/the applicant's background	Loss of views	Loss of property value	Loss of trade or increased competition
Strength or volume of local opposition	Construction noise/disturbance during development	Fears of damage to property	Party wall disputes
Maintenance of property	Boundary disputes, covenants or other property rights	Private rights of way	Personal circumstances are generally not a material planning consideration

## Material Considerations

Overlooking/loss of privacy	Loss of light or overshadowing	Parking	Highway safety	Traffic
Noise	Effect on listed building and conservation area	Layout and density of building	Design, appearance and materials	Government policy
Disabled persons' access	Proposals in the Development Plan	Previous planning decisions (including appeal decisions)	Nature conservation	Public rights of way

**NCALC – Off to a flying start**



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

### 24/210 Community Communications Strategy

To consider recommendations from Councillors on maintaining and improving communication with residents.

Monday 29<sup>th</sup> July 2024 7.00pm, Parish Meeting Rooms.

Cllrs, Ruth Hoose, Richard Solesbury-Timms, Stuart Howard, Kristian Burgess and Rachel Markham were invited to attend. Hoose, Solesbury-Timms and Howard attended. Burgess sent apologies.

The starting point for our discussions was the Action Points raised at the end of the recent Complaint.

Discussed were:

Monitoring village maintenance

Comments box/Village Event

Use of social media to let village know what we are doing

Councillors available to meet with residents

Open sessions/surgery - Parish Office

### Recommendations

1. Clerk is to inform all councillors when future grass cuts are due and, if possible, the dates. This is to be ongoing until the current contract finishes.  
Councillors are then to agree to check various key parts of the village against the current contract.
2. Two Parish Council suggestion boxes are placed in the village, situated at Henrys Cafe and in the Library. A simple proforma will be provided allowing for anonymous communication or for contact details to be left. A councillor will take responsibility of checking and responding as appropriate. The Parish Event/Road show is the perfect opportunity for us as councillors to meet with the residents.  
One of these boxes will be placed in an appropriate place during the Village Event on Sept 22<sup>nd</sup>.
3. When an issue, which has the potential to be contentious or to develop into a complaint, is received via email, phone, Facebook or word of mouth, by the Chair, Clerk or any other councillor an open email to all councillors is sent asking for one of us to meet with the individual. The opportunity to meet with a councillor should also be given immediately to the resident in the first reply to them.
4. If the issue becomes an agenda item, the resident is invited to attend a council meeting and the councillor who met them is invited to speak setting out the issue.
5. The council should have an open drop in/surgery session regularly once a week for one hour. We suggest this is trialed for 3 months and then we can assess the value of this service. We need to clearly advertise the sessions on our website, social media and flyers.  
It should be manned by councillors. Initially we do not see a need for Clerk to run the session but it would be useful if she was present in her office so we can immediately refer to her for confirmation of any issues.  
We now have the manpower to be able to achieve this as recent recruitment has resulted in more councillors being available during the day.  
We no longer need to be defensive as a council when issues arise. We should be proud of the work we do and must pass this on to the residents.
6. Whilst acknowledging the new look website and the amount of work which has gone into making it more accessible to our residents we still need to ensure it provides up to date information and easy access to the current copy of Cheney Chatter.
7. We need to use social media to our advantage. We should regularly post things on our Parish Council Facebook page and also use the Middleton Village News and Views Facebook page. When there are comments made, either positive or negative, on the village Facebook page we should have a standard response which is posted referring the residents to the Parish Council web site and particular documents, if necessary, and the "Contact Us" page.
8. The council should regularly provide Henrys Café and the Library with flyers about events/info etc plus spare copies of Cheney Chatter.
9. We use Cheney Chatter, and hence the website, to keep the village informed about what we are doing. ie when the latest maintenance work is going to be completed on the play areas, how much we spend each year on dog bins etc etc.
10. A new noticeboard should be purchased and installed by the meeting rooms. This will help to give the Parish Council and more professional image.  
Perhaps we could invest in a professionally made sign which can hang by the door to the Meeting Rooms showing contact details etc.

# MIDDLETON CHENEY

## Parish Council

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 Committee agendas or at any other private briefing.

2.2 A Councillor should act with integrity at all times when representing or acting on behalf of the Council.

2.3 Should the media wish to discuss an issue that is, or likely to be, subject to legal proceedings, then legal advice should be sought before any response is made.

2.4 When speaking or providing written material to the Press and Media, Councillors should make clear the capacity, in which they are providing the information. For example: - as Chairman, as an individual (i.e. letter to press for publication)

2.5 Members of the Council should not use the prefix "Councillor" when writing to the press as an individual or refer to your position on the Council. This implies you are stating Council policy.

2.6 A copy of any written material sent to the Press and Media by a Councillor, as representing the Council, must be forwarded to the Clerk.

# MIDDLETON CHENEY

## Parish Council

2017-2019

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.

### 3. Working with the Press

3.1 When working with the Press verbally, members and officers should be aware of the following:

- (i) Be informed and certain of all your facts
- (ii) Ensure that when making comments on behalf of the Parish Council that you are aware what Council Policy is and that your comments reflect that policy.
- (iii) Be calm
- (iv) Ensure that your comments and views will not bring the Council, its Councillors or its staff into disrepute and ensure that comments are neither libellous nor slanderous.

### 4. Social Media

4.1 In their use of social media (Facebook, Twitter email, etc) Councillors and Officers must at all times observe the principles stated in this policy.

4.2 Case law states that the role of Councillor overrides the rights to act as an individual. Councillors must be mindful of their contributions on public Social Media platforms.

### 5. Meetings of Council and Committees

5.1 Facilities will be provided at meetings when requested for the Press to take notes of the proceedings.

5.2 As provided in the Council's Standing Orders and pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, having regard to the confidential nature of the business to be transacted to consider, the Press and Public may be excluded from a meeting whilst certain confidential matters are under discussion.

# MIDDLETON CHENEY

## Parish Council

### 24/212 Lamp post replacement

To consider quotes for lamp post replacements.

Quote A:

Large national company, county electricals contract holders.

Item No.	Description	Quantity	Unit of Measure	Rate	Value £
1	DANDS CLOSE, MIDDLETON CHENEY - PL1 - Disconnect and remove existing fibre glass lighting column. Install 5m column and refit existing lantern. Wire into DPI, transfer service, number and electrically test. (what3words location ///abode.banquets.indirect)	1	No	1702.46	1702.46
2	DANDS DRIVE, MIDDLETON CHENEY - PL3 - Disconnect and remove existing fibre glass lighting column. Install 5m column and refit existing lantern. Wire into DPI, transfer service, number and electrically test. (what3words location ///ally.dries.though)	1	No	1702.46	1702.46
3	DANDS DRIVE, MIDDLETON CHENEY - PL6 - Disconnect and remove existing fibre glass lighting column. Install 5m column and refit existing lantern. Wire into DPI, transfer service, number and electrically test. (what3words location ///parrot.contracts.edits)	1	No	1702.46	1702.46
4	BULL BAULK/MIDWAY, MIDDLETON CHENEY - PL1 - Disconnect and remove existing concrete lighting column. Install 5m column and wire and fit Kirium 8LED lantern post top mounted. Wire into DPI, transfer service, number and electrically test. (what3words location ///sock.fights.riders)	1	No	2006.28	2006.28
5	HIGH STREET, MIDDLETON CHENEY - PL2 - Disconnect and remove existing concrete lighting column and salvage embellishment kit for re-use. Install 5m column in black RAL9005 and refit lantern. Wire into DPI, transfer service, number and electrically test. (what3words location ///chains.relations.tiling)	1	No	2022.35	2022.35
<b>Grand Total (subject to VAT)</b>					<b>£9,136.01</b>

# MIDDLETON CHENEY

## Parish Council

Quote B:

Large National company, utilities provider.

### **Dands Drive & Midway x 4 Columns.**

To disconnect service connection and remove column to tip, supply and install new 5m galvanised steel post top column, reinstall existing LED lantern and transfer service connection to new column for the sum of **£1,228.98 each (excluding VAT).**

### **High Street. 1 x Heritage Column.**

To disconnect service connection and remove column to tip, supply and install new 5m DW Windsor Cardiff column, reinstall existing LED lantern and transfer service connection to new column for the sum of **£1,773.12 (excluding VAT).**

Quote C:

Smaller company, previously used under 3<sup>rd</sup> party contractor for street lighting

Our ref. quotation to replace lamp post/full turnkey, rev.1

- 1) To replace 1x standard 5m LC (steel, concrete, fibre glass) @ £1,000.00 each.
  - Bitumen, verge & asp surface excavate & reinstate.
  - Existing LC removal.
  - New standard galvanised LC installation.
  - Use existing luminaire.
  - Test & commission.
- 2) To replace 1x heritage 5m LC @ £1,800.00
  - Bitumen, verge & asp surface excavate & reinstate.
  - Existing LC removal.
  - New heritage 5m LC installation (4part embellishment kit, base, above neck, mid mount ring & ladder bar).
  - Use existing luminaire.
  - Test & commission

Quotation value based on given quantity.

3x fibre glass 5m, 3x £1,000.00//£3,000.00

1x concrete 5m, 1x £1,000.00

1x heritage 5m, 1x £1,800.00

£5,800.00

Discount 10% (Mulberry Homes Help from clerk) £580.00-

**Quote value: £5,220.00 +vat**

# MIDDLETON CHENEY

## Parish Council

### 24/213 Play area repairs

To consider items and costs for play area equipment repair.

Quote A:

Play area equipment maintenance company

#### **Astrop Road**

On Page 23 it is noted that there is a gap of less than 12mm that could trap or crush fingers. This is rated as a low risk. WE are aware of several accidents over the last few years resulting from gate finger traps that have caused serious accidents with crushed and broken fingers. I would have rated this risk as higher than Low.

These can be stopped by not allowing the gate to open up beyond 95 to 100 degrees. A small gate stop can be welded at the base of each gate.

**Price per gate @£127.50+VAT**

On Page 33 the report says Bouncing facility (its an in ground trampoline) is not identified. It clearly shows in the picture that this is a EuroTramp unit. We do have the springs in stock for this if you want us to replace the missing one.

**Price £28.50+VAT**

#### **Eibe Play Multi play Junior**

The report only shows one item that is rotted, it does not show them all. We would assess this and get price from the manufacturer for parts and provide this quote separately to you.

On page 41 – there are clearly protruding steel brackets from a missing component – it lists this as a low risk, I would consider risk higher here as at eye/face level for a toddler. I recommend that these are removed from service (and if you want the missing components ordered and replaced at a later date.

**Price £44.50+VAT**

Page 42 – although not a risk issue the graffiti is obscene and offensive and should be removed.

#### **Overhead seesaw**

This is a double cantilever swing

There was not a risk assessment done of this item as its out of commission. The 4 sets of button seats and chain hangers are missing. We can replace these parts for you if you want to put item back into commission. We would check the arms to make sure they are OK. There is some splitting, with timber top bars such as this its pretty standard.

**Price £576.00+VAT**

#### **Stanwell Play Area**

##### **Eibe Play Swings 1 Bay 2 seat**

The report has not risk assessed the Swing joints as they require taking down and dismantle. We can do this for you.

**Price £105.00+VAT**

##### **Eibe Cableway**

The report has not risk assessed this item as it requires a dismantle and full check before refitting (fully lubricate as we re fit

**Price £164.00+VAT**

*Note: If the cable on this unit is over 5 years old we do recommend that it is considered for replacement as they do stretch and fail which is very difficult to assess visually. We can supply and fit a generic cable for £690.00+VAT*

##### **Half Pipe – Fearless Ramps**

The report says that riding surface is severely damaged, but only rated this as a moderate risk. If the ramps are not level and are raised in places this can act like a “Cheese Grater” I would have rated this risk higher. The pictures do not give adequate information to make an informed quotation here. Fearless ramps as far as I know are no longer available so getting OEM spare parts is not an option. We can certainly take a better look at this if we do visit the site for other works for you to either give you a price for repairs to it if we believe they are possible or to condemn it and recommend its removal from service.

##### **Eibe Play Rotor play**

This item has been removed from its central plate on shaft. We can attempt to dismantle it and refit (on the basis that the bearings and moving parts are still OK (was it removed due to a failure). I cannot give you an exact price for this as it depends on what action required. All I can say is an initial cost to move check and dismantle to re fit **£295.00 For half day £85.00 per hour+VAT** for additional time. Parts used we will get approval before fitting





# MIDDLETON CHENEY

## Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

Quote B:  
Play area equipment maintenance company

SITE ITEM	DESCRIPTION	REMEDIAL ACTION	RISK	UNIT PRICE	QUANTITY	SUBTOTAL
Site General	There is weed / vegetation growth on, between, or around the edges of the surfacing	Remove weed / vegetation growth	Low	FYI		
	There are a number of molehills within the area and these may present unforeseen hazards for users	Remove moles by appropriate means, reinstate surfaces to level and maintain the area	Low	£27.50	4	£110.00
	The surface has eroded in some areas and may be slippery in wet conditions	Reinstate the surface	Low	£27.50	4	£110.00
	The pole relies on a single post, or a line of posts, for stability and extra care needs to be taken with equipment of this nature to avoid the potential for catastrophic failure	Ensure that regular detailed inspections are undertaken to assess for rot, corrosion and general stability	Low	£275.00	1	£275.00
Sign	It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility	Provide signage in accordance with the recommendations	Low	£302.50	1	£302.50
Gate	The rubber buffer is missing from the latch plate	Replace rubber buffer	Low	£37.95	1	£37.95
	There are openings that are less than 12mm that could trap or crush fingers	Provide a 12mm gap throughout full range of motion at both sides of gate	Low	£394.35	1	£394.35
	The area under the gate has eroded leaving uneven areas, or the concrete foundations exposed, resulting in trip hazards at the entrance/exit to the playground	Reinstate to level with surrounding surfaces	Low	£27.50	1	£27.50
Fence	The adjacent foliage is overhanging	Cut back and maintain	Low	FYI		
Bench	There is moderate damage to the surface	Repair the damaged areas of surfacing	Low	£190.00	1	£190.00

# MIDDLETON CHENEY

## Parish Council

	The surface has eroded in some areas and may be slippery in wet conditions	Reinstate the surface	Low	£27.50	3	£82.50
1 Bay 2 Seat (Cradle)	The Anti Wrap bearings are dry and not moving freely	Lubricate bearings in accordance with the manufacturers recommendations	Low	£90.00	1	£90.00
Bouncing Facility	On site visits it is not possible to test the ground clearance of the Bouncing Facility bed as specified in BS EN 1176; ensure that the clearance between the Bouncing FacilityBed and the ground underneath is in accordance with the manufacturers recommendations (recorded nominal depth at time of inspection 270 mm measured unloaded).	Clean and maintain area	Low	£995.00	1	£995.00
	There is a missing spring	Replace spring	Low	£111.10	1	£111.10
Stand up SeeSaw	The tree canopy overhangs the equipment and is less than 2.0m away	Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment	Low	£222.00	1	£222.00
	There is/are bolt cap covers missing or damaged on the item	Replace missing or damaged bolt cap covers	Low	£37.50	1	£37.50
	The Handgrips/Footrests rotate and may cause an unexpected movement for the user	Secure Handgrips/Footrests to prevent rotation.	Low	£37.50	1	£37.50
Multi Play (Junior)	Parts of the timber are rough or splintered	Remove all rough or sharp edges	Medium	£111.10	2	£222.20
	There are areas or parts of the timber on the structure that have rotted	Replace all affected timbers	Medium	£125.00	1	£125.00
	There is or are fixings missing on the item	Replace all missing fixings	Medium	£111.10	1	£111.10
	The item has missing component(s)	Consider replacing missing components	Medium	£37.50	1	£37.50
	There is offensive graffiti present	Remove as soon as practicable	Medium	£85.25	1	£85.25
Overhead See Saw	The seat(s) and suspension were missing at the time of inspection and the inspector was unable to make a full compliance assessment	Replace missing seat(s) and suspension	Low	£720.00	1	£720.00
	There is algae, silt or moss growth on the surface resulting in slippery conditions	Clean and treat appropriately	Low	£80.00	1	£80.00

# MIDDLETON CHENEY

## Parish Council

	There is some graffiti present	Remove the graffiti	Low	£85.25	1	£85.25
1 Bay 2 Seat (Flat)	The swing seat connectors are loose	Tighten to secure	Low	£111.10	1	£111.10
	The Anti Wrap bearings are dry and not moving freely	Lubricate bearings in accordance with the manufacturers recommendations	Low	£90.00	1	£90.00
Multi Play (Toddler)	The item has missing barrier panels	Replace missing components	Low	£115.00	1	£115.00
	Parts of the timber are rough or splintered	Remove all rough or sharp edges	Low	£111.10	1	£111.10
1 Bay 2 Seat Swing	Parts of the steel seat frame project outside of the seat and have no impact attenuation properties to protect users passing by or underneath	Refer to the manufacturer for confirmation of design risk assessment. The manufacturer consider the leading edge of the rubber seat to be the point of impact and not the framework to the side of the seat.	Low	FYI		
	The Anti Wrap bearings are dry and not moving freely	Lubricate bearings in accordance with the manufacturers recommendations	Low	£90.00	1	£90.00
	The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (400mm minimum clearance required from rigid part of seat in most onerous position)	Adjust seat clearance	Low	£203.50	1	£203.50
Fit Point	There is weed / vegetation growth on, between, or around the edges of the surfacing	Remove weed / vegetation growth	Low	FYI		
	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	Low	£88.66	2	£177.32
	There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter	Repair surfacing	Low	£88.66	2	£90.66

<b>SITE TOTAL</b>	<b>£5,477.88</b>
<b>GRAND TOTAL</b>	<b>£5,477.88</b>
<b>*ALL PRICES EXCLUSIVE OF VAT</b>	<b>E&amp;OE</b>

# MIDDLETON CHENEY

## Parish Council

SITE ITEM	DESCRIPTION	REMEDIAL ACTION	RISK	UNIT PRICE	QUANTITY	SUBTOTAL
Site General	Signage of the wheeled sports area should be provided as recommended in BS EN 14974; this will include, but not exclusively, the use of the area, a recommendation to wear protective equipment, emergency contact details etc	Provide signage as recommended by BS EN 14974 for wheeled sports areas onto gate	Low	£280.50	1	£280.50
Sign	BS EN 1176 Part 7 recommends that signage shall include emergency contact details and contact details of owner /operator for reporting maintenance issues	Provide additional signage information onto gate	Low	£280.50	1	£280.50
Bench	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	Low	£225.00	1	£225.00
Picnic Table	Parts of the timber are rough or splintered	Remove all rough or sharp edges	Low	£225.00	1	£225.00
Climbing Frame	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	Low	£444.00	1	£444.00
Goalmouth and Basketball Post	A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312- the equipment is not intended for children less than 3 years old- the warning - Do not climb on the framework or nets- the warning - Do not hang on the ring (if provided)- the warning - Do not wear rings or other jewellery- name and telephone number of the administrator- number to call in case of accident	Provide signage to BS EN 15312	Low	£283.25	1	£283.25

# MIDDLETON CHENEY

## Parish Council

	The backboard has been damaged	Repair or replace the item	Low	£610.50	1	£610.50
	There is/are bolt cap covers missing or damaged on the item	Replace missing or damaged bolt cap covers	Low	£37.50	1	£37.50
	There are trip hazards present	Reinstate surrounding surfaces to level to remove the trip points	Low	£121.00	1	£121.00
1 Bay 2 Seat (Flat)	This design of swing joint has been known to fail on the weld connecting the joint to the threaded stud	We would recommend that the joint be dismantled and checked on a regular basis or consulting with manufacturer on whether a Secondary Safety Device can be fitted	Low	FYI		
	The swing seat connectors are loose	Tighten to secure	Low	£37.50	1	£37.50
Multi Play (Junior)	There is offensive graffiti present	Remove graffiti	Low	£85.25	1	£85.25
Cable Runway	A visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment	Inspect in accordance with the manufacturers recommendations	Low	£271.98	1	£271.98
	The seat connection cannot be inspected without dismantling the seat	Dismantle the seat to inspect the seat connection for wear	Low	£111.00	1	£111.00
	The seat is less than 2.0 metres from the post when extended at 45 degrees at the end of the area of travel and does not meet the requirements of BS EN 1176 Part 4 -	Adjust the cable stop position to ensure the minimum distance is maintained	Low	£271.98	1	£271.98

# MIDDLETON CHENEY

## Parish Council

5 a side Goals	We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection	Implement load testing as required	Low	£275.00	1	£275.00
Half Pipe	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	Medium	POA	1	£0.00
	There is or are fixings missing on the item	Replace all missing fixings	Medium	POA	1	£0.00
	The riding surface is severely damaged	Repair all damaged surfaces	Medium	POA	1	£0.00
	There are differences in height exceeding 3mm on the rolling / riding surfaces in contravention of the requirements of BS EN 14974 - 6.2.4 -	Take corrective action to ensure that the gaps between the joints do not exceed 3mm	Medium	POA	1	£0.00
Roundabout	The roundabout is not bolted down to its bearing plate and has been chained to the bench	The area and item should be isolated correctly until repairs or replacement can be made	Medium	POA	1	£0.00
2 Bay 2 Cradle Swing	The eyelets in the rope loops are damaged, loose or missing	Repair or replace as required	Low	£98.45	1	£98.45
1 Bay 2 Seat Swin	Parts of the steel seat frame project outside of the seat and have no impact attenuation properties to protect users passing by or underneath	Refer to the manufacturer for confirmation of design risk assessment	Low	FYI		
	The Anti Wrap bearings are dry and not moving freely	Lubricate bearings in accordance with the manufacturers recommendations	Low	£247.50	1	£247.50

<b>SITE TOTAL</b>	<b>£3,905.91</b>
<b>GRAND TOTAL</b>	<b>£3,905.91</b>
<b>*ALL PRICES EXCLUSIVE OF VAT</b>	<b>E&amp;OE</b>



# MIDDLETON CHENEY Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

24/214

## Grant request application

To consider a grant application submitted for a new Residents and Tenants Association.

MIDDLETON CHENEY PARISH COUNCIL  
GRANT REQUEST  
APPLICATION FORM

This application must be received by: .....

1.	Name of Organisation/Club	MIDDLETON CHENEY RESIDENTS & TENANTS ASSOCIATION
2.	Address	MIDDLETON CHENEY BANGUOY
3.	Are you a registered charity? If Yes: Registered Number	Yes/No
4.	Contact's Name and Position (Please print)	RICHARD JOLESBURY - TRAMP FACILITATOR
Contact Details:		Telephone Number: [REDACTED] Mobile Number: Email Address: [REDACTED]
Amount requested	£	<del>100</del> 160
For what purpose or project is the Grant requested?	REPRESENT THE INTEREST OF MEMBERS, ENSURE THAT ALL MEMBERS ARE CONDUCTED REGULARY AND THAT ALL RESIDENTS OBLIGED FOR MEMBERSHIP ARE ENCOURAGED TO JOIN IN, PROMOTE COMMUNITY, SOCIAL, EDUCATIONAL, & OTHER SUCH ACTIVITIES THAT IS UPGRADE TO THE 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: 12/07/24

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

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

### 24/215 Cemetery digitalisation

To consider quotes for mapping and software for digitalisation of Cemetery management.

Quote A:

Large national IT software provider

Name	Price	Quantity	Subtotal
<b>Monthly Subscription</b>			
Cemetery subscription fee per month (billed annually)	£29	12 months	£348
<b>Onboarding</b>			
One-off onboarding fee	£249	1	£249
<b>Additional Services</b>			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
<b>TOTAL (excl VAT)</b>			<b>£597</b>

Quote B: Software provider of other MCPC service

Purchase Installation of the following:

Cemetery EROB and Interment Management	£ 425
Memorial Management Module	£ 375
Sales Ledger with Invoicing Module* Integrates with Omega Accounts	£ 375
Online install and set up of software	£ 425
<b>Purchase of Software</b>	<b>£1600</b>
1 <sup>st</sup> Year Annual Support and Maintenance Single User Licence **Pro-rated from go live to 31 <sup>st</sup> of March 2024	£ 550
<b>Total Costs 1<sup>st</sup> Year for Purchase of Software</b>	<b>£2150</b>

#### 1b. Ongoing costs from 01<sup>st</sup> of April 2024

Annual Support and Maintenance Single User Licence £604 per annum

#### 2. Training

We recommend two days training for the above modules which is invoiced as taken:

Online Training per day £500

All of the above prices are subject to VAT at the standard rate.



# MIDDLETON CHENEY

## Parish Council

Quote C  
IT systems provider

### Epitaph Lite - Monthly Contract

- Epitaph band 0+ allowing up to 15 interments per annum
- 1 concurrent user
- 5 year, 3 year, 1 year & monthly contracts available (monthly shown)
- Initial setup includes user setup, email and configuration of module(s)
- Remote online training via Microsoft Teams split into 1 hour sessions
- Data conversion based on 5 hours following review of current data held on Excel
- HeritEDGE digital mapping link to Epitaph - maps prepared by Pear Technology separately to this quote

Details	Qty	Unit Price	Net Amount
<b>INITIAL SETUP</b>			
Epitaph Client Configuration	1	£82.00	£82.00
Epitaph - Setup per concurrent user	1	£62.00	£62.00
HeritEDGE setup	1	£41.00	£41.00
Data conversion (per hour)	5	£82.00	£410.00
<b>TRAINING</b>			
Epitaph Band 00 to 1, online training (2 hours)	1	£165.00	£165.00
<b>ANNUAL FEES</b>			
Epitaph Lite, Band 0+, upto 15 interments pa, HeritEDGE mapping, Monthly contract	1	£29.50	£29.50
	Net Total		£789.50
	VAT Total		£157.90
	Quote Total		£947.40

# MIDDLETON CHENEY

## Parish Council

### 24/216 Dog waste collection contract

To consider quotes for dog waste collection.

Quote A)

Contract maintenance provider

We shall attend Middleton Cheney and empty 18 dog bins as per the list provided for £2.50 per bin a week on weekly collection. Going forward if additional bins are required we are more than happy to add them to this contract and include them in our routine visits.

Our plan is to attend on the same days each week in order to create routine visits for the dog walkers of Middleton Cheney and the local areas. This shall ensure that the bins are not over spilling and sanitised routinely.

We shall provide bin liners for the receptacle, and this is all within the costs provided.

If additional visits are necessary, we are happy to oblige should for example there be an over spilling bin in heavy trafficked areas. There shall be an additional cost of £3.00 per bin should this occur.

Terms and Conditions

1. The value of the agreement shall be £2340.00per annum, split over 12 monthly costs of £195.00 per month excluding VAT.
2. The price may be subject to inflationary increases, and we reserve the right to increase the cost of the contract on an annual basis in line with the annual rate of inflation prevailing one month prior to the anniversary of the contract commencement date.
6. All invoices will be subject to the addition of Vat at the Standard Rate (currently 20%).
7. This contract shall be for the duration of 24 months and automatically renewed on month 24.

Company Insurance

We hold and maintain 10 million Public liability insurance and 10 million Employers liability insurance.

Quote B)

Contract maintenance provider

Pricing

£3.40 + vat per empty (18 empties per week)

We can also repair and replace/install bins.

Waste carriers' licence and health and safety handbook attached including environmental and health and safety policy/statement are attached with the tender submission.



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

### Authorisation of Payments

Jul-24

Month 4 - Tax Year 2024-25

Banked								
None								
Date	Invoice	Method	Net	VAT	Gross	Payee	Code	
01/07/2024		BACS				Richard Coughtrey		
01/07/2024		BACS				Deborah Burdett		
01/07/2024		BACS				Pip Davis		
02/07/2024		DD	98.88	24.72	123.60	Siemens Fin.Services		
						Hiscox Underwriting		
08/07/2024		DD	318.248	79.562	397.81	Ltd		
10/07/2024		DD	24.624	6.156	30.78	O2		
15/07/2024		DD	164.032	41.008	205.04	Nest - Pensions		
18/07/2024		DD	51.36	12.84	64.20	Rydal Security		
18/07/2024		DD	30.24	7.56	37.80	SGW Payroll Ltd		
18/07/2024		DD	28.184	7.046	35.23	Rydal Security		
19/07/2024		DD	150.72	37.68	188.40	Tower Leasing Ltd		
19/07/2024		DD	-150.72	-37.68	-188.40	Tower Leasing Ltd		
19/07/2024		DD	150.72	37.68	188.40	Tower Leasing Ltd		
20/07/2024		DD	30.24	7.56	37.80	SGW Payroll Ltd		
20/07/2024		DD	-30.24	-7.56	-37.80	SGW Payroll Ltd		
22/07/2024		BACS	12000	3000	15,000.00	Employment Cost		
24/07/2024		DD	79.544	19.886	99.43	Rydal Security		
24/07/2024		DD	-79.544	-19.886	-99.43	Rydal Security		
25/07/2024		BACS	1139.864	284.966	1,424.83	HMRC		
26/07/2024		BACS	768	192	960.00	Intratest		
26/07/2024		BACS	1400	350	1,750.00	Malcolm SKuce		
26/07/2024		BACS	40.32	10.08	50.40	NCALC Northants CALC		
26/07/2024		BACS	65.28	16.32	81.60	NCALC Northants CALC		

Clerk: 01295 713500 - Email: [clerk@middletoncheney.org.uk](mailto:clerk@middletoncheney.org.uk)

# MIDDLETON CHENEY

## Parish Council

26/07/2024	BACS	158.4	39.6	198.00	The Play Inspection Co Ltd		
26/07/2024	BACS	190.944	47.736	238.68	Shield Group		
26/07/2024	BACS	3371.968	842.992	4,214.96	Slade Estate Services		
26/07/2024	BACS	1669.44	417.36	2,086.80	Contacta systems Ltd		
26/07/2024	BACS	3200	800	4,000.00	Ian Cherry		
28/07/2024	DD	79.096	19.774	98.87	Onecom Systems		
28/07/2024	DD	-79.096	-19.774	-98.87	Onecom Systems		
30/07/2024	DD	98.88	24.72	123.60	Siemens Fin.Services		
31/07/2024	DD	79.10	19.77	98.87	Onecom Systems		
31/07/2024	BACS				Richard Coughtrey		
31/07/2024	BACS				Deborah Burdett		
31/07/2024	BACS				Pip Davis		

# MIDDLETON CHENEY

## Parish Council

### Upcoming Payments Month 5

August		DD	£82.39	£16.48	98.87	Onecom	
07/08/2024	31821561	DD	24.45	4.89	29.34	O2	
17/08/2024	240800188487.00	DD	£29.36	£5.87	35.23	Rydal	
17/08/2024	240800189191.00	DD	£53.50	£10.70	64.2	Rydal	
19/08/2024	payment 1/12	BACS	202.825	40.565	243.39	Peninsula	
	payments 2-12/12	DD	202.825	40.565	243.39	Peninsula	
August	Estimate	BACS	570	114	£684.00	Cherwell fencing	
15/09/2024	SI-2077	BACS	45	9	£54.00	Tactical Facilities Management LTD	
13/09/2024	INV-1370	BACS	16.2083333	3.2416667	19.45	Cuttlefish email account	
25/08/2024	7889	BACS	£198.90	£39.78	£238.68	Shield	
28/08/2024	INV-26083	BACS	2993.775	598.755	3,592.53	Slade estate services	
31/07/2024	495850	BACS	£31.50	£6.30	37.8	SGW	
07/08/2024	SINV00539206	BACS	£34.50	£6.90	41.4	Cherwell Office Supplies	
19/07/2024	INV-3946	BACS	£48.00	£9.60	57.6	Northants CALC	
19/08/2024	491143	DD	150.72	37.68	188.40	Tower Leasing	
July-August		DD	NIER 281.22	NIEE 456.02	737.24	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	£100.00
Business Premium Account 360	48,289.32
Business Premium Account 259	320,831.85

Signature 1

Signature 2