



# MIDDLETON CHENEY Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
Banbury  
OX17 2LR

## PARISH COUNCIL GENERAL MEETING Venue: Parish Meeting Room 15<sup>th</sup> May 2023, 7:15pm MINUTES

Chairman A Youel  
Vice-Chair N Truman  
Cllr M Allen  
Cllr R Hoose

Cllr Solesbury-Timms (19:55)  
Cllr K Stevens  
Cllr R Washer

### **23/132 Apologies for absence**

Cllr K Burgess, Cllr Solesbury-Timms

On the proposition of the Chairman it was **RESOLVED**: to accept the apologies for absence.

Absent without apologies: Cllr. Mills

### **23/133 OPEN MEETING**

Open meeting commenced: 19:18

A resident made representation on dog waste bins, new logo and community gardens.

Chairman prompted the resident to make representations on the agenda items.

No further representations.

**Open meeting closed: 19:21**

### **23/134 Members' declaration of interest in items on the agenda**

None declared

### **23/135 Approval of minutes of meeting 17/04/2023, Annual Parish Council Meeting 09/05/2023**

On the proposition of Cllr. Truman it was **RESOLVED**: to approve the minutes of meeting 17<sup>th</sup> April.

On the proposition of Cllr. Allen it was **RESOLVED**: to approve the minutes of the Annual Parish Council Meeting 9<sup>th</sup> May 2023.

### **23/136 Planning – letters, decisions and applications – attached**

115 Main Road - No comments

Thornhill House 23 Middleton Road – No comments

### **23/137 Review of arrangements with other organisations**

Item deferred to next meeting to seek more information.

### **23/138 Review of Complaints procedure – attached**

On the proposition of the Chairman it was **RESOLVED**: to approve the Complaints procedure, accepting amendment that the complaint should be addressed to the Chairman of the Parish Council.

### **23/139 Review of Grievance policy – attached**

On the proposition of the Cllr. Allen it was **RESOLVED**: to approve the Grievance policy with a biennial review.

### **23/140 Review of Risk Assessment Register and Checklist – attached**

On the proposition of the Cllr. Hoose it was **RESOLVED**: approve the Risk Assessment Register

On the proposition of the Cllr. Allen it was **RESOLVED**: approve the Checklist.

Both to remain under annual review. Cllr. Allen to explore responsibilities of the Parish Council as an employer regarding the Health and Safety responsibilities.

### **23/141 To receive minutes from Annual Parish Meeting 24<sup>th</sup> April 2023 – attached**

An opportunity for members to discuss any questions of the meeting relevant to the Parish Council.

The Chairman recommended an agenda item to be made to address questions and comments.

# MIDDLETON CHENEY

## Parish Council

**23/142 Business Continuity Plan**

To be deferred until next meeting. Clerk and Cllr. Allen to send documents to Cllr. Hoose.

**Cllr. Solesbury-Timms arrived 19:55pm**

**23/143 Battle of Middleton Cheney events – attached**

On the proposition of Cllr Truman it was **RESOLVED**: to approve revised events to include booking the village hall, activities on the green, learning village, potential for refreshment vans and a flag blessing, parade at 10am.

**23/144 Arrangements for Remembrance Sunday Parade 2023**

On the proposition of Cllr. Allen it was **RESOLVED**: obtain quotes from a traffic management company for Remembrance Sunday Parade events 2023.

On the proposition of the Chairman it was **RESOLVED**: wreath required to be ordered early, to be added to the next authorisation of payments.

**23/145 Asset register – attached**

On the proposition of Cllr. Hoose it was **RESOLVED**: approve the asset register for AGAR Section 2 completion and insurance update.

**23/146 Authorisation of payments – attached**

On the proposition of Cllr. Allen it was **RESOLVED**: To approve and provide dual signatory on payments scheduled April 2023 - May 2023. Cllr. Allen and Cllr Solesbury-Timms provided dual signatory.

**23/147 Matters for information**

**23/148 Next meeting 19<sup>th</sup> June 2023 – Full Council Meeting.**

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A Youél  
CHAIRMAN  
19/6/23