

Minutes of Ordinary Meeting of Middleton Cheney Parish Council, held on **Monday 5<sup>th</sup> July 2021** at Middleton Cheney Scout Hut

Present: Chair – Cllr Mark Allen  
Cllrs Barrett, Smith, Burgess, Stevens (K), Youel, Harris

Officer: Clerk (V. Furniss) absent. Minutes taken by Cllr Smith.

**21/840 Apologies for Absence**

Apologies received from  
Cllr Stevens (T) – personal commitments  
Jones – medical reasons  
Truman – work commitments

Proposed Cllr Harris, seconded Cllr Stevens (K) / voted by Council (unanimous)

**21/841 Members' declaration of interest in items on the Agenda**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting

- Cllr Stevens (K) disclosed a personal interest (friendship) for the planning application for Tenlands.

**21/842 Open Meeting**

One member of the public wishes to comment on agenda items 845, 846, 847, 848, 851, 857

One member of the public had the following comments

- 843 - why are we reviewing April minutes in July. They should have been approved in May.
- 845 – numbering is incorrect in sub items and should be corrected for the minutes. 2<sup>nd</sup> item which is marked as a decision isn't – it is an application to review tonight. Agenda is incorrect and should be corrected
- 855 – resolution to approve the Annual Governance Statements – this shouldn't be on the agenda again as it was discharged at the last meeting. The Chair confirmed this was an update item only and the Agenda has misleading wording. This will be altered in the minutes.
- Cllr Burgess raised that there was no meeting item for the taking of minutes by an external person. Chair confirmed that no agenda item has been requested and therefore it is not raised as an item on the Agenda. If Cllr Burgess wants to propose this to Council an Agenda item needs to be raised through the Clerk

**21/843**

**Resolution to approve minutes of previous meetings**

6<sup>th</sup> April 2021 – voted by Cllrs Allen and Burgess, all others abstained  
19<sup>th</sup> April 2021 – voted by Cllrs Allen and Burgess, all others abstained  
9<sup>th</sup> June 2021 – unanimously approved  
16<sup>th</sup> June 2021 – unanimously approved  
28<sup>th</sup> June 2021 - unanimously approved

**21/844**

**Authorisation of Payments**

Payments all authorised by Council.

Proposed Cllr Smith, seconded Cllr Barrett / voted by Council (unanimous)

**21/845**

**Planning**

WNS/2021/0782/FUL – The Bungalow Scrap Metal Yard, Thorpe Road, Middleton Cheney – NO OBJECTIONS

WNS/2021/0743/F 9 Tenlands, Middleton Cheney – NO OBJECTIONS

**21/846**

**Playing Fields (PFA)**

Cllr Burgess

Cllr Burgess has mentioned to the PFA regarding the potential of funding from the PC for new CCTV. There has been further damage to the cricket club, the play area and the building this week. A tyre was dumped at the Social Club today.  
No cycling signs – to be referred to the Finance Working Party

**ACTION:**

**Clerk to add to the Agenda for the 2<sup>nd</sup> August 2021 once the PFA have been able to formulate their proposals.**

**Clerk to submit proposal for no cycling signs to FWP**

**21/847**

**Grant Funding Request – Chenderit School**

Clerk

***Defibrillator***

Head believes that Football clubs should be applying for defibrillator as it is their training ground 3 nights a week. Cost is around £2000.

Pend item until the request for funding is received by either the school or the football club.

MOTP – installed the defibs for the PC and maintains the defibs and uploads the results so that they are always ready for emergency use. A new defib would also need to be maintained by the Council or a volunteer.

***Speeding Concerns***

Parents and Students need to be asked to slow down when dropping off at the school.

**ACTION:**  
**Clerk to write to the school to ask parents and students to slow down when using Archery Road.**

**21/848 Play Inspection Company – Annual Inspection**

Clerk

No report submitted in Clerk's absence

**21/849 Chairman's Report**

Cllr Allen

Bank signatories – Cllrs Allen and Barrett have received and submitted their mandates from Barclays. Cllr Harris yet to receive. Cllrs Allen, Barrett and Harris to chase off lines

Community Concerns – none raised

**21/850 Community Work in Village carried out**

Councillors

No update

**21/851 Clerk Report**

Clerk

Cemetery Tidy Date 2021 – normally done on Saturday / Sunday – basic garden maintenance. Saturday 4<sup>th</sup> September – **ACTION: Cllrs to publicise on Facebook page**

Streetlights – **ACTION: Clerk to refer to the Finance Working Party for replacement / repair of street lights to include funds over the next 5 years to fund. There are earmarked reserves for street lights.**

Cheney Chatter – No volunteer for Cheney Chatter. Mike Harris had offered his wife's company's support but the Clerk wanted to ask the previous volunteer whether they still wanted to put it together. **ACTION: Clerk to clarify the situation and respond to Cllr Harris.**

General Waste Bins Misuse – no clarity on what the issue is so carry over until next meeting. **ACTION: Update on Social Media not to put dog waste in general waste bins.**

Code of Conduct Forms – all Councillors have agreed to the Code of Conduct through the Declaration of Acceptance. **ACTION: Chair to reply to Clerk to ask for this item to be removed from the agenda.**

Date of next Finance Working Party – Tuesday 13<sup>th</sup> July 19:30. **ACTION: Cllr Smith to set up a Zoom call**

New Councillor Training – pend until next meeting

Public Rights update – being actioned

- 21/852 Co-option of new Councillors – update**  
Cllr Allen  
Cllr Allen has written to the Electoral Services.  
The Notice of the Casual Vacancy on the website is not valid as it needs to be published by the Returning Officer not the Clerk. We cannot start the 10 day count down until the Returning Officer's notice is posted.
- 21/853 VAS Warning Signs**  
Cllr Burgess  
VAS needs to be moved next week– cover both ends of Main Road. The VAS will only fit on certain street lights.  
VAS data to be published on the Facebook page so that the village are aware that the PC / Highways and the Police are monitoring the speed.  
**ACTION: Cllr Harris to create an infographic for the Facebook page to highlight issue of speeding.**
- 21/854 Path Wardens**  
Deadline has passed.
- 21/855 Update on the Annual Governance Statement**  
No Update
- 21/856 Missed item from Annual Parish Council Meeting**  
S Smith  
This item was discussed and resolved at the Extraordinary Meeting on 16<sup>th</sup> June and therefore should not have been included on the agenda.  
**ACTION: Clerk to update records to show this item has already been resolved.**
- 21/857 Proposal to update portfolio responsibilities into groups and assign volunteers**  
S Smith  
Resolution to group portfolio items into interest groups as included in the agenda  
Proposed: Cllr Smith, Seconded Cllr Harris, voted unanimously.  
**ACTION: All Councillors to send their portfolio preferences to Cllr Smith**
- 21/858 Proposal to change Standing Agenda Items**  
Cllr Stevens  
This item was discussed and resolved at the Parish Council Meeting on 28<sup>th</sup> June and therefore should not have been included on the agenda.  
**ACTION: Clerk to update records to show this item has already been resolved and amend future agenda's accordingly**
- 21/859 Proposal to change Clerk's report to pre read instead of a verbal update**  
Cllr Stevens (K)

It was resolved to, with immediate effect, change the Clerk's report to a written report submitted with the agenda. Councillors will have the opportunity at future meetings to ask the Clerk any questions relating to the written update

Proposed : Cllr Stevens (K), Seconded: Cllr Barrett / voted by Council

**ACTION: Clerk to implement with immediate effect**

**21/860 Proposal to electronically record all Council Meetings**

Cllr Stevens (K)

It was resolved to, with immediate effect, record all meetings electronically and store for 2 years

Where facilities exist we will broadcast meetings on Zoom / straight onto Facebook. Cadence on closed / open meetings

Proposed : Cllr Stevens (K), Seconded: Cllr Smith / voted by Council (Cllr Burgess abstained)

**ACTION: Clerk to implement with immediate effect.  
Cllr Smith to propose additional technical kit to support Zoom broadcast.  
Cllr Harris to propose an agenda item to update the Standing Orders**

**21/861 Proposal to create a system to track outstanding jobs**

Cllr Youel

It was resolved to create a tracker on the jobs that are raised by members of the public to show the residents that we are dealing with the issues that have been raised.

Proposed : Cllr Youel, Seconded: Cllr Barrett / voted by Council unanimously

**ACTION: Cllr Youel, Harris and Allen to develop a solution to deliver the tracker.**

**21/862 Proposal to reopen the Parish Council Offices**

Cllr Youel

It was resolved to re-open the Parish Council offices by the 19<sup>th</sup> July 2021 and the office should be open during the published opening hours. Clerk to work from the office during the published opening hours

Proposed : Cllr Youel, Seconded: Cllr Harris / voted by Council unanimously

**ACTION: Clerk to do a risk assessment on the offices and determine what PPE and adjustments are needed to feel safe in the office environment.  
MOTP informed us that the Risk Assessment is already done.**

**21/863 Next Meetings**

19<sup>th</sup> July 2021 – Parish Council Planning Meeting 7:30pm – PMR

2<sup>nd</sup> August 2021 – Ordinary Parish Council Meeting – 7:30pm - PMR

*I confirm that these minutes are a true and accurate reflection of the discussions, actions and proposals agreed that the meeting, and have been voted as such by Council*

.....  
*Name:*

*Councillor*

*Date:* .....

.....  
*Name:*

*Meeting Clerk*

*Date:* .....

DRAFT