

**Middleton Cheney Parish Council**

Parish Meeting Rooms, Main Road, Middleton Cheney, OX17 2LA

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Minutes of Middleton Cheney Parish Council, held on **Wednesday 9<sup>th</sup> June 2021** at Middleton Cheney Village Hall

Present: Chair – Cllr Mark Allen  
Cllrs Harris, Barrett, Jones, Burgess, Upton, Stevens (K)  
Cllrs Youel, Stevens (T) co-opted during the meeting

Officer: Clerk (V. Furniss)

**21/796 Vice Chair Appointment**

Vote was held on the nominations : Cllr Smith, and Cllr Burgess  
Vote in favour of Cllr Smith  
Cllr Smith signed Declaration of Acceptance of Office of Vice Chair

**21/797 Apologies for Absence**

Apologies received from Cllr Truman  
Proposed Cllr Smith, seconded Cllr Harris

**21/798 Declarations of Interest**

Cllr Allen – planning application for extension on Stanwell Lea – neighbouring property, does not know the residents personally.  
Cllr Barrett – planning application from Rectory Farmhouse – neighbouring property, does not know the residents personally.  
*Point of Clarification on TPOs on trees on a member's property – motion that this needs to be declared by a Councillor if on the Councillor's land.*

**21/799 Open Meeting**

Participant request to speak under agenda items 803, 805, 806, 809, 811

**21/800 Minutes of Previous Meeting**

Concern was raised by the new councillors that they were being asked to approve minutes that they had not seen. Clerk confirmed all previous councillors had agreed to the minutes. Cllr Allen raised that he had submitted some amendments. Clerk confirmed that these changes had been incorporated into the minutes.. Cllr Smith asked why we do not see the revised minutes when we have submitted amendments. Clerk confirmed if there was a material change she would send final copies to Council prior to publication.

Based on the Clerk's verbal report that Danny Moody, CEO of NCALC had advised that new councillors should approve minutes they have not seen due to quoracy issues, on the proposition of Cllr Burgess it was resolved to:

- Approve the minutes of the meeting of Council of 4<sup>th</sup> May
  - proposed Cllr Burgess, seconded Cllr Allen / voted by Council
  - Cllrs Stevens (K), Smith, Stevens (T), Barrett abstained from this vote due to their concern at approving documents they had not had sight of.
- Approve the minutes of the meeting of Council of 19<sup>th</sup> May
  - proposed Cllr Burgess, seconded Cllr Allen / voted by Council

**21/801**

#### **Authorisation of Payments**

On the proposition of Cllr Burgess it was resolved to:

- authorise all submitted payments
  - Cllr Burgess , seconded Cllr Barrett / voted by Council

Action for the Clerk to contact the previous Chair (SJC) to contact Barclays regarding outstanding cheque signatories

**21/802**

#### **Planning**

Planning Matters discussed:

- WNS/2021/0359/FUL – 5 Ashlade – resolved to seek clarification on parking arrangements
- WNS/2021/0250/FUL – Orchard End, 4 Braggingtons Lane – no objection from Council
- WNS/2021/0284/FUL – 16 Church Lane – no objection from Council
- WNS/2021/0145/FUL – 76 Main Road – no objection from Council
- WNS/2021/0185/FUL – 46 Horton Drive – no objection from Council
- WNS/2021/0220/FUL – 69 Stanwell Lea – no objection from Council
- WNS/2021/0469/FUL – 35 Astrop Road – no objection from Council
- WNS/2021/0458/FUL – Rectory Farm House – no objection from Council

**21/803**

#### **Playing Fields**

Cllr Burgess and S-AD (update only)

- Update on antisocial behaviour at Playing Fields and Play Park, police involvement.
- AGM (not confirmed) second week in August. Intend to give out a public statement on the current status of the current committee are and what the aims and plans regarding the committee are.
- Discussion around improved CCTV – to be agenda item on future meeting
- Legal Representation Residents Concerns – no further action. Close action.

21/804

**Community Wellbeing**

Cllrs Jones & Burgess (update only)

- Support in the Community – liaising with other agencies on village residents requiring support.
- New Telephone Number for Support Service AGE UK – 01865 411288

21/805

**Chairman's Report**

*Village issues raised*

- No Issues

*AGAR Return*

- Clerk: AGAR sent to the external auditor PKF. Notice on the website for any member of the community to analyse the unaudited reports 15.06.21 – 26.07.21
- Councillors Allen, Smith, Stevens (K), Barrett, Harris, Upton, Stevens (T) confirmed that they have not seen a copy of the AGAR as was agreed at the meeting of Council on 4<sup>th</sup> May 2021.
- Cllr Allen requested a copy of what was sent to the External Auditor to be sent to all Councillors following this meeting. This was resolved to be sent to the Council at the meeting on 4<sup>th</sup> May but has not been received by any Councillor.
- Cllr Allen confirmed the AGAR must be published on the website during the notice period.
- Cllr Burgess is to seek legal advice from NCALC on whether the AGAR has to be shared with the public

*Co-Option Procedure*

On the proposition of Cllr Allen it was resolved to bring forward the agenda item of Co-option

- Proposed Cllr Allen, seconded Cllr Barrett/ voted by Council

On the proposition of Cllr Allen it was resolved that the Parish Council stand down Cllr T Stevens due to an irregularity in the Declaration of Acceptance

- Proposed Cllr Allen, seconded Cllr Barrett / voted by Council
- Abstained Cllr Stevens (K)

On the proposition of Cllr Allen it was resolved to co-opt Toby Stevens to the Council

- Proposed Cllr Allen, seconded Cllr Barrett/ voted by Council

On the proposition of Cllr Allen it was resolved to set aside the Standing Orders recommendation of attending Council Meetings for 3 months given that we are in the post election period of 35 days.

- Proposed Cllr Allen, seconded Cllr Smith / voted by Council

On the proposition of Cllr Allen it was resolved to co-opt Megan Youel to the Council

- Proposed Cllr Smith, seconded Cllr Barrett/ voted by Council

On the proposition of Cllr Allen it was resolved to set aside the the requirement to sign the Declaration of Acceptance for Councillor T Stevens at this meeting, on the condition that it is signed prior to the next meeting of Council.

- Proposed Cllr Allen, seconded Cllr Smith / voted by Council

*Working Parties – confirmation of Councillor responsibilities*

- Finance Working Party
  - Councillors Smith, Harris, Allen, Burgess, Jones
- Policies and Procedures
  - Councillors Smith, Harris, Allen, Burgess, Jones
- Human Resources Committee
  - Danny Moody advice is that HR Working Party is changed to Human Resources Committee to allow delegation of decision making outside of full council
  - Carried over to next meeting to agree scope of delegation.
  - All Councillors to confirm what is in scope and out of scope by the next meeting via email
  - Councillors Kay Stevens, Upton, Harris, Youel, Allen, Burgess
  - First HR Working Party meeting is to be full Council.
  - Terms of Reference shared prior to and in the meeting- carried over to the next meeting for updates, clarification and approval

*Portfolios and Ward*

- Carry over to the next meeting

*ICC*

- Cllr Harris, Cllr Upton (Cllr Smith, backup)

*Re-opening of the Parish Council Offices*

- Carry over to the next meeting

21/806

**Clerk Report**

(update only)

Written report to be provided on all non urgent items not discussed

- VAS system – needs to be moved every 6-8 weeks.
  - Cllr Harris proposed that we publish some of the information relating to speeding in the village
- Electric Charging Points

- Approached highways, willing to install and share cost with residents for public charging points. The more requests they get, the more likely they are to install them. No action required.
- Helmdon
  - Helping out Helmdon
- Flooding
  - Lots of flooding in the village with the recent heavy rain. Need drains emptying.
- Trees (Cllr Harris)
  - Need to review all the trees in the village for consideration for TPO.
  - AGU Treecraft can assist with tree surveys, and quotations for work. Cost of keeping some trees can outweigh the benefit. Clerk has a list of trees that are owned by the Parish Council and those owned by Highways. AGU already surveying the trees owned by the Parish Council.
  - TPOs to be added to a future agenda.
- Training
  - List from NALC on all training available has been requested
  - Councillors need to bear in mind they'll have to pay if they don't go
  - Cllr Allen requested we bring this forward to a future agenda item
- Risk Assessments
  - Have been completed by the Maintenance and Project Manager – play areas weekly, cemetery, allotments etc
- Chenderit signage
  - Signage for Heseltine Gallery. Suggested they wrote to every household in the road. Only one letter from a resident. The signage has been approved and is now in situ on the corner of Archery Road. Cllr Jones proposed to bring it forward to another meeting.

Member of the public – Parish Council need to reconvene the Highways Working Party and engage the Community Liaison Officer regarding a number of issues (speeding, pot holes, drains, litter). Agenda for the next meeting.

**21/807**

**Permissive Bridleways**

Cllr Barrett requested to carry over to future meeting

**21/808**

**Engagement with residents**

Information Only

Boundary fence between Parish Council property and land owners dispute.

Agreed to agenda for a future meeting

**21/809**

**Social Media Changes**

On the proposition of Cllr Smith it was resolved to:

- Establish an official corporate style Facebook Page for Middleton Cheney Parish Councillors

- Establish a Twitter presence
- Establish an Instagram presence
- Close the existing Middleton Cheney Parish Council Facebook Group
  - Proposed Cllr Smith, seconded Cllr Harris / voted by Council

**21/809 Use of personal email accounts**

**second item**

It was proposed by Cllr Smith to:

- Prohibit the use of personal email addresses by Councillors and Council employees to transact Parish Council business, in line with the recommendations from ICO and the 20/21 Internal Audit, except in the circumstances of summons to a meeting for a Councillor awaiting their official email addresses
- Clerk stated she was being targeted due to her use of personal email, that the email was only used for work, but access would not be given to the Council as it was her personal email. Clerk stating meeting had to be abandoned and left the meeting at 10:40pm
- This matter was not voted on due to the abandonment of the meeting and will be held over until the next meeting.

**21/810 Parish Council Meetings 2021/22**

Held over until the next Parish Council Meeting

**21/811 Review of Recruitment Procedures / Precept Setting**

Held over until the next Parish Council Meeting

**21/812 Urgent Matters**

Held over until the next Parish Council Meeting

**21/813 Next Meeting**

Held over until the next Parish Council Meeting