

**MINUTES OF CHESTERTON PARISH COUNCIL**  
**MEETING NO. 2019/09**  
**Held in the Community Centre on Tuesday, 8<sup>th</sup> January 2019**

Members Present: Philip Clarke (PJC), Chair  
 Jenny Hodges (JH)  
 Linda Honey (LH), Finance Officer  
 Chris Muddiman (CM)  
 Fiona Rowe (FR), Vice Chair  
 Tony Thompson (TT), Vice Chair  
 Jackie Williams (JW), Clerk (incoming)

Residents Present: Mr Mike Hardcastle, Mr Ben Walbank, Mr Andrew Thomas

Item No.	Item	Action
1.	<b>Apologies for Absence:</b> Apologies were received from Eddie Nix (EN) and Cllr Ian Corkin (IC).	
2.	<b>Minutes of Meeting 2018/08</b> Acceptance of the minutes proposed by Fiona Rowe and seconded by Tony Thompson. Duly signed by PJC.	
3.	<b>Declarations of Interest</b> None declared.	
4.	<b>County Councillor's Report (IC)</b> Ian Corkin's report (previously circulated) was discussed.	
5.	<b>District Councillor's Report (IC)</b> As per item 4. Above.	
6.	<b>Matters Arising (PC)</b> PJC thanked everyone for their continued dedication and hard work as volunteers to the Parish Council. 6.1 Trees of Remembrance (TT) TT to continue chasing. 6.2 <u>Burnehyll Woodland Update</u> (TT) TT reported on upcoming meetings, tree planting to start by March. Formal handover planned for July. Woodland access still being pursued. 6.3 <u>Contact with Hill Residential re: Floor</u> (PJC) FR confirmed all areas repaired satisfactorily and cupboard ceiling painted. 6.4 <u>SSE Resilience Funding</u> (FR) Awaiting advice from Paul Mann on alternative generators. PJC to update SSE on actions to be taken. 6.5 <u>The Hale – S106 Agreement</u> (PJC) A resident's complaint regarding speeding/dangerous walking conditions was forwarded to Ian Corkin for action. Awaiting response from OCC. 6.11 <u>Defibrillators (School + Community Centre)</u> (FR) All items ordered. Parish council to cover total cost for both units this year. The school to meet the future cost of replacement pads of £35 every two years (if unused).	TT

7.	<u>Parish Council Communications</u> (JW) Everyone confirmed activation of their new personal Parish Council email addresses to be used from now on. JW explained the 'group' email benefits. A final revised contact sheet to be distributed also detailing the new dedicated Clerk mobile phone number. JW to email everyone a file containing a master of the new letterheaded paper and compliment slips.	JW
8.	<u>Play Area Update</u> (FR) All equipment hopefully installed by w/e Fri 12 <sup>th</sup> January. Official opening to be organised for February. An additional bin to be installed in open play area. Bin emptying responsibility to be clarified. PJC and JW to organise signage.	PJC/JW
9.	<u>Election of Three Parish Councillors as Trustees to the CIO (after 4 years)</u> (PJC) Chris Muddiman stood down due to potential conflict of interest. JH proposed and TT seconded Fiona Rowe becoming the third councillor trustee. Philip Clarke, Tony Thompson and Fiona Rowe to go forward for next four-year election period.	PJC
10.	<u>Consultation re Alchester Road Parking &amp; Traffic Congestion</u> (PJC/FR) Two traffic monitoring boxes installed, and school has now split finishing times. Still awaiting details of proposed consultation process.	PJC/FR
11.	<u>Highways Maintenance Requests</u> (PJC) Ian Corkin acknowledged PJC's recommendations. Currently awaiting his response.	IC
12.	<u>CDC Community Governance Order</u> (PJC) PJC explained the addition of 'Orphan Land' (Bicester Wetland Reserve) to Chesterton Parish. PJC investigating possibility of corporate membership to Banbury Ornithology Society.	PJC
13.	<u>Allotments</u> (CM) Review/updating of contracts being dealt with in January (for March distribution) by FR and JW. New contracts to stipulate no removal of boundary hedges etc. Tarmacking over of water meter issue resolved. Now turned off. First skip for parish council 'preliminary allotment clearance' use. Second skip for allotment holders use. Allotment plots then to be numbered.	FR/JW
14.	<u>Data Protection Policy (for approval)</u> PJC/JW JW proposed adoption of amended Data Protection Policy (and Disclosure Log) and also Freedom of Information Policy (both previously circulated). Agreement was unanimous.	JW
15.	<u>Minutes of Finance Committee Meeting 4<sup>th</sup> January 2019</u> (PJC) 15.1 Following explanation by PJC and LH, acceptance of the proposed precept increase of £2K to £24,500 was proposed by JH and seconded by CM. Acceptance of the draft budget was proposed by FR and seconded by CM. Agreement to both was unanimous. 15.2 <u>Other Items Agreed</u> Apportionment of Play Area Payment – confirmed and agreed. Revisions to Internal Audit, Statement of Internal Control, Risk Assessment and Financial Regulations were relayed and accepted by the Committee.	

16.	<p><u>Finance Report (LH)</u></p> <p>16.1 December report submitted by LH and approved by Committee. LH confirmed requirement to temporarily move £10K across from the deposit to current account to cover cost of new play equipment until funding received from CDC and CIO.</p> <p>16.2 Clerk's December salary – approved</p> <p>16.3 Finance Officer's December Salary – approved</p> <p>16.4 JW Expenses £354.82 – stationery, postage, ink, storage, office furniture, flowers - approved</p> <p>16.5 JW Expenses £492.48 – Microsoft administration charge – approved</p> <p>16.6 PJC Expenses £56.00 – ink, plumber emergency expenditure – approved</p> <p><u>Payments</u></p> <p>16.7 HMG Law £940.00 Cq.955</p> <p>16.8 T Thompson £31.00 Cq.956</p> <p>16.9 P J Clarke £213.00 Cq.957</p> <p>16.10 F Rowe £260.89 Cq.958</p> <p>16.11 Green Scythe £309.60 Cq.959</p> <p>16.12 V Keeble £58.25 Cq.960</p> <p>16.13 Chesterton Pavilion £180.00 Cq.961</p> <p>16.14 V Keeble £450.95 Cq.962</p> <p>16.15 HMRC £112.80 Cq.963</p> <p>16.16 L Honey £150.00 Cq.964</p> <p>16.27 J Williams £248.00 Cq.965</p> <p><u>Receipts</u></p> <p>16.21 £325.00 Football Club - Subs</p> <p>16.22 £521.00 Football Club - Weeding/feeding playing field reimbursement</p> <p>16.23 £60.00 Parishioners - WW1 Plaque contributions</p> <p>16.24 £25.00 Allotment payment</p>	
17.	<p><u>Planning (PJC)</u></p> <p><u>New Applications</u></p> <p>17.1 13 Geminus Road - Single Storey Rear Extension – No objection.</p> <p><u>Decisions</u></p> <p>Notice received of withdrawal of Planning Application No. 18/01405/F, (resubmission of 18/00157/F), Wilson and Rossiter, Change of use of recreational land to mobile home sites.</p> <p><u>Decisions Pending</u></p> <p>None.</p>	
18.	<p><u>Correspondence (PJC)</u></p> <ul style="list-style-type: none"> <li>Letter from Mr Lawrence Beckett. PJC arranging a meeting to discuss Tubbs Lane right of access.</li> </ul>	PJC

	<ul style="list-style-type: none"> <li>Email from Louise Kerswell-Jensen ref speeding on The Hale. Forwarded to Ian Corkin for action.</li> </ul>	JW
19.	<u>New Residents</u> (JH) Nothing to report.	
20.	<u>Date of Next Meeting:</u> The meeting closed at 8.50pm. The next meeting will be on 5 <sup>th</sup> February 2019, 7.30pm  Future Meetings: March 5 <sup>th</sup> Parish Council Meeting April 2 <sup>nd</sup> Parish Council Meeting April 9 <sup>th</sup> Annual Parish Meeting	