

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 4<sup>th</sup> April 2019.**

**Present:** Cllr. A. Pritchard, Chair  
Cllr. J. Nabb, Vice Chair  
Cllr. D. Turner, also Dist. Cllr.  
Cllr. B. Gray  
Cllr. T. Ace  
Cllr. R. Reed  
Cllr. A. Dudley  
Cllr. A. Ziemelis

Cllr. S. Harrod, County Councillor

**Apologies Accepted:** Cllrs. Nixey & Waters

**Not present:** n/a

**Members of the public:** 1

456. The minutes of the meeting held 7<sup>th</sup> March 2019 were amended, approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Ace, agreed by all.

### **PUBLIC SESSION**

None.

#### **MATTERS ARISING:**

457. VANDALISM & ASB: (a) There had been no further incidents of broken glass on the Play Areas and Skate Park. (b) Litter continues to be a problem on the recreation grounds and the Groundsman clears it on a daily basis.

458. PARKING ISSUES:

Brookside (a) The Parish Council had been awaiting SOHA's decision following their proposal for the new car parking spaces; following their budget meeting on the 28<sup>th</sup> February, they reported that that they will not be pursuing the project. (b) SOHA had placed a 'resident's only' sign within their car park but it had been reported that non-residents continued to use it. Residents had requested that the Parish Council leave notes on said vehicles but the authority lies with SOHA.

Parking (a) The Parish Council had submitted their considerate parking article to the LINK. (b) It was reported that a Brookside resident had been asking neighbours to move their cars and parking on the footpath. A letter is to be sent to all residents within Brookside reminding them of Highway law.

JM

459. SODC DEEP CLEAN: SODC were due to undertake a deep clean for 4 days between the 11<sup>th</sup> and 14<sup>th</sup> February; it was believed that they only completed 2 days. Following a request from the Parish Council they will now undertake another 4 days work from the 16<sup>th</sup> May to the 21<sup>st</sup> May (excluding the weekend). Priority areas are to be sent to SODC.

JM

460. GREAT BRITISH SPRING CLEAN: The Chalgrove community litter pick took place on Saturday 30<sup>th</sup> March, organised by Cleaner Chalgrove. 18 volunteers attended and they cleared 23 bags of litter.

461. NOISE COMPLAINT – FISH & CHIP VAN GENERATOR: The owner of the van had been asked for an update regarding reducing the noise of the generator. They had responded to say that they intend to contact SSE for the installation of an electricity outlet and would send further updates. The adjacent residents had been made aware but had responded that they were unhappy with the time it had taken for the owner of the van to reduce the noise. It was suggested that they may move their van to the public car park in front of the Crown PH until work has been completed.

JM

462. OVERGROWN HEDGEROW – BERRICK ROAD: The overgrown hedgerow had been reported to Highways due to the foliage hanging over the road. No work had been completed and the request is to be escalated to Cllr. Harrod, County Councillor.

JM

463. SOUTH & VALE VOLUNTARY AND COMMUNITY SECTOR CONFERENCE: Cllr. Pritchard and Nabb attended the conference on the 13<sup>th</sup> March and made some useful contacts for the Youth Club.

464. VILLAGE HALL STORAGE PROJECT: (a) The Chairman and Clerk had completed and

signed the Grant Acceptance Offer, and work may now proceed. (b) The Committee are to meet with the contractor as soon as possible.	(b) AZ & JM
465. PARISH OFFICE BROADBAND: Following difficulties with BT, the Parish Council had entered a new contract with Talk Talk Business in order to gain faster broadband speeds for the office, Youth Club and Village Hall.	
466. JOINT USER AGREEMENT: The draft amended agreement had been sent to the Primary School some time ago and the Head Teacher is to be asked for an update.	JM
467. KEN BATLEY – MBE DISPLAY: It was requested that the framed MBE be ready for display at the Annual Parish Meeting.	CN
468. MATTERS UNRESOLVED: Removal of salt bins, repair/replacement of Village Hall car park bollards, French Laurence/Chapel Lane alleyway, Icknield School Bus parking on Brinkinfield Road, Tuesday Thame bus subsidy, Chalgrove Band equipment inventory, GDPR, dog mess poster competition, use of rat poison at the Mill Lane allotments, tennis, overhanging shrubbery at 36 Mill Lane, broken railing at the High Street, Mill Lane road sign.	
469. MATTERS ON HOLD: Community Service street cleaning, Local Council award.	
<b>470. APPLICATION FOR THE MODIFICATION OF THE DEFINITIVE MAP:</b>	
(a) In 2017 Oxfordshire County Council received an application from Mr. Matthew Knight to modify the Definitive Map of Public Rights of Way to record part of the Parish Council recreation ground as a Restricted Byway. They did not determine the case within 12 months of receipt and so the applicant appealed to the Secretary of State; the appeal was accepted and OCC had been directed to determine the case. (b) Mrs. Eleanor Hazlewood, OCC, had written with her draft determination report which showed her intent to recommend this addition to the Definitive Map. If it is determined that OCC should make an Order to add this route to its Definitive Map, they will advertise that Order. If there are objections, they must refer the matter to the Secretary of State for determination which could be by public inquiry or some other means. This would involve the production of Statements of Case by both the council and any objectors and be the subject of scrutiny and cross examination potentially at public inquiry. (c) It was agreed by all to strongly object to the addition of a Restricted Byway on the recreation ground which would allow horses to be ridden in an area which is used by young children and dog walkers creating an unsafe environment. It was agreed by all to meet with OCC before submitting an objection.	AP & JM
<b>471. PARISH COUNCIL ELECTION:</b> It was reported that the election was uncontested due to the 11 nominations for the 11 available seats. Further guidance will be distributed by SODC after their polling day on the 2 <sup>nd</sup> May.	JM
<b>472. ANNUAL PARISH MEETING:</b> The APM is to take place on Friday 26 <sup>th</sup> April and its purpose is to let the public know what has been done over the past year and what will be done in the coming year. The agenda was discussed and agreed.	ALL
<b>473. CROOKSTON SHIELD 2019:</b> Due to the low number of nominations it was agreed to extend the deadline until Thursday 25 <sup>th</sup> April.	JM
<b>474. MEMORIAL GARDEN:</b> Cllr. Ace met with Mr. Andrew White, an adjacent resident of the Memorial Garden, to discuss the clearance work required. A working party was requested and quotations are to be sought for the repair of the benches.	ALL JM
<b>475. CHALGROVE PUBLIC PURPOSES CHARITY (COIF):</b> There had been no trustee meeting.	
<u>Governing Document</u> A copy of the original governing document, dated 1985, had been received from the Charity Commission and had been distributed to all Councillors.	
<u>Annual Return</u> Cllr. Reed is to complete the required annual returns at the Parish Office.	RR
<u>Land Registry</u> It had been recommended that the trustees complete the annual return process before proceeding with any form of land registry applications.	
<b>476. COMMUNICATIONS COMMITTEE:</b> There had been no Committee meeting.	
<u>Newsletter</u> (a) The Clerk is to meet with members of the LINK team to discuss the future distribution of the Parish Council newsletters. (b) No response had been received from the Chalgrove Scouts or the Post Office.	JM
<u>LINK</u> Articles were discussed and agreed.	

<p><b>477. PROJECT VIKTOR:</b> The Village Hall Committee had met to discuss the project funding due to the lack of grant monies available. It was the Committee's recommendation that the Parish Council increased their funding from £33,000 to £75,577 in order to proceed with the project this summer. Whilst the amount was agreed in principle, it was requested that further breakdowns be completed on the expenditure and income summaries.</p>	JM
<p><b>478. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove):</b> (a) Cllr. Nabb reported that she had spoken to Mr. Mike Moss regarding the continued issues with the realignment of the road and complications with the MOD and Homes England. (b) A letter had been sent to Ms. Joan Desmond, SODC Planning Officer, reporting that it had been confirmed at a Homes England drop-in event that their proposals for the Airfield would link up with the Hills development and that the Parish Council objected to them holding up the approved development of 200 homes. Ms. Desmond had not yet responded and is to be chased.</p>	DT & JM
<p><b>479. DEVELOPMENT – CHAL7 (east of Chalgrove):</b>  <u>Site Concerns</u> Several concerns had been made over the unfenced swale and parking of vehicles on the grass verges. The concerns had been discussed with SODC and Miller Homes.  <u>Miller Homes</u> The developer had been chased for further information regarding the start date for their site manager and site office, so that public complaints could be made directly. There had been no response.  <u>Street Names</u> The Parish Council had expressed their disappointment, to both SODC and Miller Homes, regarding their choice of street names following the suggestions made by the Parish Council. Ms. Joan Desmond, SODC Planning Officer, is to be contacted for her comments.</p>	DT & JM
<p><b>480. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b>  Homes England held a drop-in session to display the proposed bypasses at Cuxham and Stadhampton. The Parish Council strongly object to their proposals which depend on developing the Chalgrove Airfield site and would include the removal of the Chalgrove bypass.</p>	
<p><b>481. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b>  <u>Emergency Planning Storage</u> A meeting had been held between Cllr. Ace and the Groundsman in order to obtain an accurate quotation for the concrete base. The new specifications increased the cost to £2500. Further to an over-estimation in the grant funding, this cost was satisfactory. Work will commence following the resolution of Mr. Knight's application to record part of the recreation ground as a Restricted Byway.</p>	JM
<p><u>Multi-Agency Meeting</u> All agencies are to be invited to a meeting.  <u>Frogmore Ditch</u> A meeting is to be held with John Backley, SODC, to discuss the works promised by Monson for many years to clear the culvert running from the church to the Frogmore Ditch, along Knight land, along with the clearance of the overflow pipes within the Frogmore Ditch to take flood water back into the back brook. The Parish Council await his suggested meeting dates.</p>	JM
<p><b>482. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.  <u>Works/Orders Requiring Approval:</u>  (a) The replacement of the Village Hall double fire-exit door was approved at a maximum cost of £2500; proposed Cllr. Nabb, seconded Cllr. Ziemelis, agreed by all.  <u>Completed:</u> Cutting back of bushes at Argosy Close, clearance of the debris on the B480 footpath.  <u>Awaiting completion:</u> Bollard repair in the Village Hall car park, car park signage, salt bin repair/removal, wet pour repairs at the play area, fitness equipment repairs, periodic testing (electrics), concrete bases.  <u>Funded Projects (awaiting funding):</u> Project VIKToR, new surface at the MUGA, defib and locked cabinet.  <u>Quotations required:</u> Fire alarm control panel replacement, emergency lighting replacement, repainting of American War Memorial lettering, painting of the Youth Centre, hedge trimming on Janes Meadow and the Top Rec, Village Hall brickwork repair,</p>	

<p>Village Hall manhole grip repair, Youth Centre light repairs, Youth Centre toilet fan repair, Post Office public notice board, High Street bus stop map etching.  <u>On hold for further discussion:</u> Updated Jubilee Walk tree plaque.</p> <p><b>CORRESPONDENCE:</b></p> <p>483. SODC wrote to report that the cost of emptying a dog bin would increase from the 1<sup>st</sup> April from 73p, per collection per bin, to 89p.</p> <p>484. SODC wrote with details of their new transport schemes including a Didcot Science Bridge on the A4130, a new river crossing at Culham, and a Clifton Hampden bypass.</p> <p>485. Mr. Martin Lipson, Chair of the mid-Cherwell NDP, wrote to invite all NDP groups to an exploratory meeting to consider the best ways to influence the Oxfordshire 2050 plan. Cllr. Dudley is to attend.</p> <p>486. Ms. Nikki Gasson, RAF Station Engagement Officer, wrote regarding the return of the 32 (The Royal) Squadron.</p> <p>487. A Monument Road resident wrote to request that the Parish Council write to Martin-Baker Ltd and ask that they hold an open day, and make a 3 monthly contribution to the LINK. It was agreed by all that the Parish Council would not ask a private company to share their sensitive information with the public.</p> <p>488. NALC wrote to request nominations for their Star Council Awards.</p> <p>489. SODC wrote with details of their compost giveaway on Saturday 11<sup>th</sup> May.</p> <p>490. The Parish Council had written to SODC to congratulate them on their new recycling wheel initiative; they had responded to say that they will pass on the comments to their Waste Team.</p> <p>491. A Mill Lane allotment site tenant had breached his tenancy agreement by not clearing his site following the termination of his tenancy; objects left on the site included 6 car tyres and 50 thermal building blocks. The £100 penalty, detailed in the tenancy agreement, is to be applied in order to pay for clearance of the site.</p>	<p>AD</p> <p>JM</p>
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**492. PLANS (Parish Council decision only):**

P19/S0766/HH	59 Brinkinfield Road	Rear extension.
		NO OBJECTIONS
P19/S0824/HH	2 Millers Close	Side and rear extensions
		NO OBJECTIONS
P19/S0774/HH	126 High Street	Side and rear extensions
		NO OBJECTIONS
P19/S0840/HH	15 Orchard Close	Front and rear extensions
		NO OBJECTIONS

**493. DECISION NOTICES FROM SODC:**

P18/S3745/HH	11 Rupert Close	Demolition and rebuild of a garage.
		GRANTED

<p><b>494. POLICE REPORT:</b> (a) Thames Valley Police had distributed their April newsletter which included crime prevention and how to identify fraud. (b) The Thames Valley Police Open Day is to take place on the 22<sup>nd</sup> June. Parish Council volunteers are required to assist with the event.</p>	
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**495. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner's full report is available from the Parish Office. The report included information on the OVO Energy Women's Tour cycle race starting in South Oxfordshire, the SODC Local Plan, the local elections, and Didcot Garden Town,

**496. REPORT FROM THE COUNTY COUNCILLOR:** Cllr. Harrod's full report is available from the Parish Office. The report included transport links, the Joint Strategic Spatial Plan, and blue badge fraud,

**497. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** The monthly assessment of equipment had been undertaken and is to be discussed in more detail by the Recreation Committee.

**ACCOUNTS:**

498. The Parish Council bank, Lloyds, had returned 11 cheques. The bank's new policies dictate that all cheques must be made out to 'Chalgrove Local Council' as stated on the bank statements, rather than 'Chalgrove Parish Council'. It was agreed by all to change the name of the account as a matter of urgency.

499. No cheques had been signed outside of meetings.

**500. ACCOUNTS SANCTIONED FOR PAYMENT:**

006579	M. Burgess – financial assistance	£199.00
006580	Countryside Estate Services	£1000.00
006581	Countryside Estate Services	£991.90
006582	M. Law – gate caretaking	£80.00
006583	N. Kerridge – youth work	£474.50
006584	B. Murphy – youth work	£123.50
006585	Yorkshire Gas – gas supply	£277.00
006586	BT – telephone lines	£337.57
006587	Castle Water – water supply	£7.63
006588	Castle Water – water supply	£37.56
006589	SSE – electricity supply	£582.85
006590	C. Burgess – QuickBooks	£86.40
006591	Arthur J Gallagher – Youth Club insurance	£122.74
006592	Funtime Bounce – Youth Club fun day	£975.00
006593	The Landscape Group – grass cutting	£216.00
006594	SODC – dog bin emptying	£196.44
006595	OALC – subscription 2019/2020	£520.24
006596	Community First Oxfordshire – subscription 19/20	£50.00
006597	Community First Oxfordshire – subscription 19/20	£70.00
006598	Churches Fire – fire alarm & emerg light inspection	£320.47
006602	T. Nagy – Village Hall cleaning	£727.50

**ANY OTHER BUSINESS:**

501. Cllr. Turner noted that planning application fees had increased.

**Exclusion of the public:** In view of the confidential nature of the business then transacted, it was advised in the public interest that the public be temporarily excluded and were instructed to withdraw.

**502. HR COMMITTEE:**

Village Hall Cleaning tender Cllrs. Nabb and Ziemelis are to undertake interviews for the position of Village Hall Cleaner.

Minimum Wage/Living Wage (a) Due to the increase to the National Living Wage and Minimum Wage, effective April 2019, the following new hourly rates were approved; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.

JN, AZ, JM

**Inclusion of the public:** The public were no longer excluded.

**DATES:**

- 9<sup>th</sup> April, Youth Club Committee, 6pm, Youth Club
- 18<sup>th</sup> April, Planning Committee, 7pm, James Martin Room
- 18<sup>th</sup> April, Recreation Committee, 7.30pm, James Martin Room
- 26<sup>th</sup> April, Annual Parish Meeting, 7pm, Village Hall
- 9<sup>th</sup> May, Parish Council Meeting (AGM), 7.30pm, James Martin Room

The meeting closed at 10.12pm

Signed: ..... Chairman