

**CHALGROVE PARISH COUNCIL**

**A MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 5<sup>th</sup> April 2018.**

**Present:** Cllr. A. Pritchard, Chairman Cllr. T. Ace  
Cllr. D. Turner, also District Cllr. Cllr. A. Dudley

**Apologies Accepted:** Cllrs. Nabb, Batley, Gray, Reed, Ziemelis & Nixey

**Not present:** n/a

**Members of the public:** 0

464. The minutes of the meeting held 1<sup>st</sup> March 2018 were amended, approved and then signed by the Chairman; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.

<p><b>PUBLIC SESSION</b></p>	
<p>None.</p>	
<p><b>MATTERS ARISING:</b></p>	
<p>465. COUNCILLOR VACANCY: There had been no applicants for the vacancy and, because the Parish Council are obliged to continue with the recruitment process, the deadline for applications is to be moved to the 30<sup>th</sup> June 2018.</p>	<p>JM</p>
<p>466. SPEEDING: (a) There had been no SID usage within March due to darker mornings and evenings. (b) Thames Valley Police had been asked for available dates in May; no response as yet. (c) Discussions took place regarding the cost and proposed placement of a mobile speed indication device. Further quotations are to be sought and the Parish Council are to formally decide whether to put the matter on hold until further development has taken place.</p>	<p>(b) JM (c) ALL</p>
<p>467. VANDALISM &amp; ASB: Following recent complaints from regular hirers regarding young people being disruptive in and around the Village Hall, advice was sought on the installation of CCTV within the entrance foyer. Discussions took place regarding the need for CCTV and it was agreed that the hirer be asked to identify the young people involved in the first instance.</p>	<p>JM</p>
<p>468. PARKING ISSUES:</p>	
<p><u>Brookside</u> The Parish Council had written to SOHA to request whether they would consider changing part of their green space into extra car parking spaces to alleviate the parking problems within Brookside; no response as yet.</p>	
<p><u>Flemming Avenue</u> (a) Despite chasing, OCC are yet to provide the quotation for bollards to be placed around the green space to stop it being used as a car park. (b) Despite letters having been sent to local residents, cars continue to be parked on the green space.</p>	
<p>469. FINANCE COMMITTEE:</p>	
<p><u>Financial Assistance</u> In the absence of a Financial Assistant, the Clerk continues to undertake the finance work with support from the Internal Auditor.</p>	<p>JM</p>
<p><u>Training</u> The Clerk is to attend a finance training event, provided by OALC at a cost of £80 ex VAT, on the 18<sup>th</sup> April; proposed Cllr. Ace, seconded Cllr. Dudley, agreed by all.</p>	<p>JM</p>
<p><u>Audit</u> The designated External Auditor for financial year 2017/2018, Moore Stephens, had written to the Parish Council with their guidelines and instructions for the completion of the accounts and Annual Return.</p>	
<p>470. GENERAL DATA PROTECTION REGULATION (GDPR): The Communications Committee are to review the guidelines and present their findings at the next meeting.</p>	<p>JM</p>
<p>471. ARGOSY CLOSE – OVERGROWN HEDGEROW: (a) It was reported that the resident had cut back their hedgerow sufficiently. (b) It was noted that the shrubbery on the green space at the entrance to Argosy Close was overgrown. The Groundsman is to be asked for his comments.</p>	<p>(b) JM</p>

<p>472. VILLAGE HALL HIRE TERMS &amp; CONDITIONS: The Terms and Conditions are to be reviewed by the Village Hall Committee; to include any necessary guidelines on SafeGuarding.</p>	JM
<p>473. HIGH STREET PLANNING PERMISSION: It had been reported that a property was undertaking works without planning consent. A letter had been sent to the property asking for details of the work involved but there had been no response. It was agreed by all that the work now appeared not extensive enough to need planning permission, and no further action is to be taken.</p>	
<p>474. LAND SOUTH OF MILL LANE: The meeting with BACA Architects had been cancelled due to adverse weather. The meeting had been rescheduled for the 19<sup>th</sup> April 2018.</p>	ALL
<p>475. COMET: At John Howell MP's request, a letter had been sent detailing the success of local bus schemes within Chalgrove.</p>	
<p>476. SSE: Reports had been made to SSE regarding the (a) low hanging cable at the junction of Mill Lane and Berrick Road, and (b) the broken footpath at the base of the pole at the junction of Adeane, Quartermain and Langley.</p>	
<p>477. DOG MESS: Following reports of increased dog mess on the recreation grounds, the Clerk is to meet with Cleaner Chalgrove.</p>	JM
<p>478. MATTERS UNRESOLVED: Thames Travel T1 issues, Oxford to Cambridge Expressway, Great British Spring Clean, Footpath 8 Project, TVP Action Day, Village Hall car park bollard (10K Ctte), Charities &amp; land registration, use of rat poison at the Mill Lane allotments, tennis, overhanging shrubbery at 36 Mill Lane, Chapel Lane alleyway shrubbery responsibilities, Light Aircraft flying opportunity, office broadband speeds, application to modify the Definitive Map, Community Assets, broken railing at the High Street, Mill Lane road sign.</p>	
<p>479. MATTERS ON HOLD: Community Service street cleaning, Local Council award.</p>	
<p><b>480. RECREATION COMMITTEE:</b> There had been no Committee meeting.</p>	
<p><u>MUGA</u> (a) The missing combination padlocks had been found amongst the shrubbery by the Groundsman. The facility remains unlocked. (b) The Clerk is to meet with Chiltern Sports to discuss drainage under the MUGA, before proceeding with quotations and grant applications.</p>	(b) JM
<p><u>Trees</u> (a) The Parish Council await for general tree works to be completed by the Groundsman; currently on hold due to adverse weather. (b) A quotation had been received for the pollarding of the 4 large trees in front of the tennis court; to be approved within Works &amp; Orders.</p>	
<p><u>Grass Cutting</u> BCB had completed their first cut of the year. A small area on the top rec was unfortunately churned up by the mower and, despite complaints from a dog walker, BCB are not to be contacted as it was felt that they did a satisfactory job despite the very wet weather conditions.</p>	
<p><b>481. COMMUNICATIONS COMMITTEE:</b> There had been no Committee meeting.</p>	
<p><u>LINK Articles</u> (a) Articles had been submitted for the April LINK – Cllr. Dudley's energy article, Financial Assistant vacancy, NDP update, Councillor Vacancy, and the APM.</p>	
<p>(b) Articles are to be submitted for the May LINK – Parking issues, dog mess on the recreation ground, APM, and Local Plan.</p>	(b) JM
<p><u>Other Matters Discussed</u> included the Parish Council's concerns regarding an airfield article which had been published within the LINK magazine.</p>	
<p><b>482. VILLAGE HALL COMMITTEE:</b> There had been no Committee meeting.</p>	
<p><u>Project ViKToR</u> (a) After much discussion it was agreed that the work could not be completed within the 6 week summer holidays due to the grant funder decision dates, and required legal paperwork. The Parish Council are to proceed with grant applications, and a timetable of works required is to be created upon receipt of successful grant funding.</p>	(a) JM
<p>(b) Regular hirers are to be informed that the Village Hall will remain open throughout the summer months.</p>	(b) JM
<p><b>483. CROOKSTON SHIELD:</b> Due to the limited number of Councillors present, voting for</p>	ALL

<p>the Crookston Shield will take place at the next meeting.</p> <p><b>484. JOINT USER AGREEMENT:</b> A meeting had taken place alongside representatives from the Chalgrove Primary School and the First Steps Family Hub on the 15<sup>th</sup> March 2018. <u>History</u> (a) Cllr. Pritchard had provided a brief history of the Joint User Agreement. (b) The meeting had been arranged by the First Steps Family Hub, for Chalgrove and Watlington, due to the 2009 Joint User Agreement requiring modification following the set up of the Academy run by Acer Trust; comprising of 4 schools - Icknield Community College, Watlington; Wood Green School, Witney; Chalgrove Community Primary School and Matthew Arnold School, Oxford.</p>	
<p><u>Joint User Agreement</u> (a) Chalgrove Parish Council are to review and re-draft the Joint User Agreement between themselves and the Academy. The draft is to be reviewed by the Academy thereafter. (b) The Academy is to draft a new agreement between the First Steps Hubs and the Academy. (c) The finalised agreements are to be reviewed by the Primary School's legal advisor, Browne Jacobson, with costs split between all 3 parties.</p>	(a) JM
<p><b>485. NEIGHBOURHOOD DEVELOPMENT PLAN:</b> Cllr. Nabb had provided a report on the work undertaken by the NDP Committee.</p>	
<p><u>NDP</u> The NDP had been submitted to the inspector who is to send his initial report within the next few weeks.</p>	
<p><u>CHAL7</u> A meeting is to take place with Wates on the 18<sup>th</sup> April to discuss their proposals for the development at CHAL7 (land to the east of Chalgrove); Wates had completed on the purchase of the site and intend to develop it with Miller Homes, one of the Joint Venture companies.</p>	ALL
<p><u>CHAL8</u> Gladmans had submitted an outline planning application to SODC. The Parish Council and NDP Committee had strongly objected to the development originally and will respond accordingly.</p>	JM
<p><u>Growth Board</u> Following an agreement made between SODC and the Oxfordshire Growth Board, it was noted that the 5 year housing requirement may be reduced to a 3 year housing requirement later in the year. Further information is to be sought.</p>	DT
<p><b>486. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b> A meeting had been held by SODC on the 27<sup>th</sup> March whereby the SODC Cabinet recommended to their full Council that the Local Plan be submitted to the inspector as it was; including the proposal to build 3000 houses at Chalgrove Airfield. The SODC full Council rejected the Cabinet's proposal and a decision must now be made between (a) removing Chalgrove Airfield completely from the Local Plan or (b) retaining the Chalgrove Airfield site and adding a reserve site or sites in case Chalgrove fails to be deliverable. It is expected that SODC will have made a decision within the next few weeks.</p>	
<p><b>487. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b> (a) A multi-agency meeting had been held on the 5<sup>th</sup> April, and minutes will be available at the next meeting. (b) The purchase of 4 walkie-talkie radios, at a total cost of £200, was approved; proposed Cllr. Turner, seconded Cllr. Dudley, agreed by all.</p>	(a) JM (b) JM
<p><b>488. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p>	
<p><u>Completed</u> Purchase of replacement microwave</p>	
<p><u>Awaiting Completion</u> Tree works (groundsman), emergency light repairs, installation of Bob Larter bench</p>	
<p><u>Awaiting Approval</u> Works to the 4 large trees in front of the tennis court, at a cost of £3278.00 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.</p>	
<p><u>Quotations Required</u> Project ViKToR, MUGA new surface, Emergency Plan container/concrete base/supplies, gravel/wood chippings, bollard repair, resiting of dog bin, repainting of American War Memorial lettering, path repair adjacent to recreation ground, Village Hall brickwork repair, Village Hall manhole grip repair, Youth Centre light repairs, Youth Centre</p>	

<p>toilet fan repair, Post Office public notice board, High Street bus stop map etching.  <u>On Hold</u> French drain for flooded footpath next to recreation ground, updated Jubilee Walk tree plaque.</p> <p><b>CORRESPONDENCE:</b></p> <p>489. <u>Pyrton Parish Council</u> invited the Parish Council to make comments on their Neighbourhood Plan and supporting documents during their 6 week publicity period between the 12<sup>th</sup> March and the 25<sup>th</sup> April 2018.</p> <p>490. <u>SODC wrote regarding awards for voluntary and community groups.</u> (a) The information had been passed to all local organisations and groups. (b) The Parish Council are to nominate CHATS and Age Concern for the Oxfordshire Charity and Volunteer Awards.</p> <p>491. <u>BBC radio Oxford</u> wrote regarding their 'Shout Out Oxfordshire' scheme. The information had been passed to all local organisations and groups.</p> <p>492. <u>SODC wrote regarding the increasing costs for dog bin emptying.</u> The cost of emptying a dog bin is to increase from 70p per bin to 73p per bin as from the 1<sup>st</sup> April 2018.</p> <p>493. <u>A Mill Lane resident wrote with concerns</u> over the football goals on the top rec and Janes Meadow which had not been left in the approved areas. A meeting is to be held with the Cavaliers FC.</p> <p>494. <u>SODC wrote regarding their free compost giveaway</u> on the 14<sup>th</sup> April 2018.</p>	<p>(b) JM</p> <p>TA</p>
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**495. PLANS** (Parish Council decision only):

None

**496. DECISION NOTICES FROM SODC:**

P18/S0342/HH	31 Baronshurst	Single storey front and rear extensions GRANTED
P18/S0511/HH	17 Monument Rd	Two storey side extension GRANTED
P16/S0514/FUL	8 High Street	Removal of condition 9 on P08/W0147 for the provision of a turntable REFUSED

**497. MONTHLY POLICE REPORT:** No report provided.

**498. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner provided a report: (a) SODCs options regarding the Local Plan, (b) extra garden waste, (c) Thames Valley Police's 'Hidden Harm' campaign, (d) Oxford to Cambridge Expressway, (e) voluntary and community group awards, (f) Homelessness Reduction Act, (g) The South Oxfordshire Charitable Lottery, (h) the Safe Places scheme in Henley, and (i) an update on the Orchard Centre in Didcot.

**499. REPORT FROM THE COUNTY COUNCILLOR:** No report provided.

**500. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** (a) The monthly assessment of equipment had been undertaken by the Clerk. Most areas are satisfactory. (b) Playdale are to be asked for quotations for various improvements to the equipment. (c) Fresh-Air Fitness are to be asked for quotations to repair the outdoor fitness equipment.

**ACCOUNTS:**

501. It was reported that HMRC had not banked several cheques causing the account to be chased. (a) Cheques 006125, 006150, 006173, and 006198 had not been banked by HMRC and following correspondence from them, the cheques had been placed on 'stop' and cheque 006218 for £2283.56 was sent as a replacement. This cheque was not banked by HMRC and has now been placed on 'stop'. Following correspondence from Fredrickson International, cheque 006305 was sent as payment to them, and cheque 006306 was sent to HMRC. (b) A letter is to be sent to HMRC and John Howell MP regarding the mismanagement of the Parish Council cheque payments.

**502. ACCOUNTS SANCTIONED FOR PAYMENT:**

006301	1 <sup>st</sup> Chalgrove Scouts – donation	£500.00
006302	Arthur J Gallagher – Youth Club insurance	£118.16
006303	OPFA – membership	£53.00

006304	OALC – membership	£508.63
006312	N. Kerridge – youth work	£507.00
006313	B. Murphy – youth work	£104.00
006314	M. Law – gate caretaking	£80.00
006315	P. Hall – groundsman	£1491.41
006316	P. Hall – groundsman	£200.00
006317	BT – telephone lines	£216.99
006318	SSE – electricity supply	£582.14
006319	Castle Water – water supply	£275.33
006320	Yorkshire Gas & Power – gas supply	£584.00
006321	SODC – dog bin emptying	£188.38
006322	T. Fisher – financial assistance	£175.00
006323	David Ogilvie – Larter bench	£1008.00
006324	A. Pritchard – expenses	£296.12

<b>ANY OTHER BUSINESS:</b> 503. Cllr. Turner reported on a suspected brook blockage causing concern to a High Street resident. The resident is to meet with the Environment Agency.	DT
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**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.*

<b>504. HR COMMITTEE:</b> There had been no Committee meeting. <u>Financial Assistant</u> The deadline for applications had passed with no applicants. The position is to be re-advertised.	JM
<u>Village Hall Cleaning</u> It was reported that the contract cleaner would be away for 4 weeks and that the Clerk is to cover the work required.	JM

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

**DATES:**

- 9<sup>th</sup> April, Communications Ctte, 7pm, JMR
- 10<sup>th</sup> April, Youth Club Ctte, 6pm, Youth Centre
- 19<sup>th</sup> April, Planning Ctte, 6.45pm, JMR
- 19<sup>th</sup> April, Recreation Ctte, 7.30pm, JMR
- 3<sup>rd</sup> May, Parish Council AGM, 7.30pm, JMR
- 4<sup>th</sup> May, Parish Council APM, 8pm, JMR

The meeting closed at 10.27pm

Signed: ..... Chairman