

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 6<sup>th</sup> August 2020**, via video call.

**Present:**

Cllr. A. Pritchard, Chair	Cllr. R. Reed
Cllr. P. Waters, Vice-Chair	Cllr. J. Nabb
Cllr. D. Turner, also Dist. Cllr.	Cllr. A. Dudley
Cllr. B. Gray	Cllr. A. Ziemelis
Cllr. T. Ace	Cllr. D. Fisher

**Apologies Accepted:** n/a

**Not present:** Cllr. C. Nixey

**Members of the public:** n/a

40. The minutes of the meeting held 2<sup>nd</sup> July 2020 were approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Dudley, agreed by all.

**41. PUBLIC SESSION:** None

**42. COVID-19 PANDEMIC:**

Volunteers Scheme

(a) It was reported that, as at the 4<sup>th</sup> August, the Parish Council had received 531 separate requests for assistance during the Covid-19 period and that the Volunteer Hub contained approximately 40 volunteers – a reduction from over 100 volunteers due to some people having returned to work.

(b) Shielding had come to an end on the 1<sup>st</sup> August but the Hub continues to support the most vulnerable residents who do not yet want to leave their homes. Following reports that the winter period could spark another lockdown, it was agreed by all to keep the Covid Volunteer Hub operational.

(c) Due to working alongside two charities the Parish Council had not previously needed to create a local food bank. Both charities had now needed to restrict their assistance to their own areas and therefore food parcels were required from the Parish Council. It was agreed mid-month by Cllrs. Pritchard, Nabb, Waters and the Clerk that the following actions would be taken (i) food for the food parcels to be ordered and paid for by the Clerk, and then distributed by a volunteer, (ii) receipts to be kept and monies claimed back at a PC meeting, (iii) food parcels to be funded using Covid grants from Cllr. Turner and Martin-Baker, (iv) an email to be sent to the resident asking them to confirm the contents of their food parcel, with their response attached to the receipt for auditing purposes. The procedure was approved by all.

Communication

(a) It was noted that there are sufficient monies left over from Cllr. Harrod's grant for the purposes of communication. Discussions are to take place with the Communications Committee regarding the next newsletter.

(b) Information was provided on the Government's honour system which recognises people who have made an exceptional contribution to their community during the Covid-19 crisis. Details of how to nominate had been provided to Councillors and placed within the public domain. It was agreed by all to nominate the Clerk for her efforts in setting up the Hub, organising volunteers, food parcels and much more throughout Covid. With over 100 volunteers it was impossible to select individuals for this award.

(c) The Clerk had nominated the Parish Council for a Public Sector award for the efforts undertaken throughout Covid.

Virtual Meetings

Following the Government announcement of further easing of lockdown restrictions from the 4th July, both NALC and SLCC still strongly advise local councils to continue to meet remotely, without the need for face-to-face contact. It was agreed by all to be advised by NALC as to when face-to-face meetings may resume.

(b) JM

(c) JM

(a) JM

(b) JN



<b>45. SODC LOCAL PLAN / AIRFIELD DEVELOPMENT:</b>	
<p><u>Examination in Public (EiP)</u> (a) The EiP hearings started in July with sessions concluding in August. Chalgrove Airfield was discussed thoroughly on the 28<sup>th</sup> July with a full day of representations whereby the Inspector focused on two main elements; <i>is Chalgrove airfield a sustainable site for housing and is it deliverable</i>. It was noted that there were many fantastic contributions made in support of the removal of Chalgrove Airfield from the Local Plan, both from Chalgrove and the surrounding areas – thanks were given to all those concerned. (b) Cllr. Pritchard and Turner discussed their personal experiences being part of the hearing process. (c) The Parish Council now await the Inspector’s decision.</p> <p><u>Airfield Planning Application</u> (a) Homes England had submitted their Outline planning Application for the Chalgrove Airfield site and the response deadline had been postponed until the 1<sup>st</sup> September. (b) Councillors are to send their objection comments and suggestions to the Clerk.</p>	

<b>46. PLANS</b> (Parish Council decision only):		
P20/S1868/LDP	1 Flemming Avenue	Lawful Development of single storey rear extension, and side entrance NO COMMENTS
P20/S2404/LDP	19 Church Lane	Lawful development of single storey Outbuilding to contain swimming pool COMMENTS SUBMITTED
P20/S2375/FUL	Unit 2 Monument Business Park	Change of use to gin distillery NO OBJECTIONS

**47. REPORT FROM THE DISTRICT COUNCILLOR:**  
Cllr. Turner reported on (a) the Examination in Public, (b) the Airfield Planning Application, and (c) SODC yellow letters.

**ACCOUNTS:**  
48. There had been no cheques signed outside of meetings.

<b>49. ACCOUNTS SANCTIONED FOR PAYMENT:</b>		
006907	M. Law – gate caretaker	£80.00
006908	Countryside Est. Services – groundsman	£1446.24
006909	Countryside Est. Services – groundsman	£49.00
006910	R. Murphy – litter picking	£276.83
006911	TLGO – grass cutting	£360.00
006912	Gazprom – gas supply	£115.14
006913	TalkTalk Business – web hosting	£96.28
006914	SODC – dog bin emptying	£807.30
006915	Hazell & Jefferies – skip hire	£240.00
006916	Watlington Parish Council – COMET bus subsidy	£713.00
006917	Castle Water – water supply	£109.03
006918	Castle Water – water supply	£175.22

<b>ANY OTHER BUSINESS:</b>	
50. Cllr. Pritchard discussed the potential reinstatement of the Thame COMET bus. The Parish Council await further information.	
51. Cllr. Gray requested further hours to be allocated to street cleaning. Discussions are to take place with the Street Cleaner in the first instance.	JM
52. Cllr. Ace reported a faulty street light in Bower End, which is to be reported.	JM
53. Cllr. Dudley noted that the owner of the Post Office had kindly replaced the public notice board. Thanks are to be sent to him.	JM
54. Complaints had been made regarding the parking of cars on the High Street outside numbers 41-57 High Street. (a) Residents within house numbers 55-57 made formal complaints to the Parish Council, County Council and Police regarding the illegal parking of vehicles on the County Council owned verge and pavement, therefore the police issued parking fines, the County Council and the Police offered suggestions of solutions, and the cars moved off the verge and pavement, and began parking on the Highway. (b) Complaints were received about the parking on the highway and the County Council,	

<p>housing association and police were asked for their comments and suggestions. The Parish Council await their response. (c) SOHA are to be asked to undertake a feasibility study to ascertain whether a bridge(s) could be put in place to allow parking in gardens. (d) Cllr. Turner noted that he had asked the Police to retract the parking fines. Queries are to be made to ensure this happened.</p>	<p>(c) JM (d) JM</p>
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The meeting closed at 8.26pm

Signed: ..... Chairman

## Finance Committee Meeting – 30<sup>th</sup> July 2020

**Present:** Cllr. J. Nabb (Ctte. Chair) Cllr. T. Ace  
Cllr. A. Pritchard Cllr. R. Reed  
Cllr. P. Waters Cllr. A. Dudley  
Cllr. D. Turner Cllr. A. Ziemelis  
Cllr. B. Gray

**Apologies Accepted:** Cllr. Fisher

**Not present:** Cllr. Nixey

**Public:** None

<p><u>Introduction</u> The Clerk provided information on the internal and external audit for those Councillors who had not been part of the process before, and the extensions provided by the Government due to the impact of Covid-19.</p> <p><u>Internal Audit</u> Mr. T Fisher had completed the internal audit, for the 2019/2020 financial year, on the 29<sup>th</sup> July 2020. His report showed that appropriate accounting records and adequate internal controls had been kept throughout the year.</p> <p><u>2019/2020 Accounts</u> All Councillors approved the Parish Council accounts for the year 2019/2020. These are to be formally approved at the full Council meeting.</p> <p><u>AOB</u> (a) Cllr. Turner requested information on the financial losses associated with the running of the Village Hall. It was clarified by the Clerk that only estimates could be provided due to the office and Youth Club sharing the expenditure, but that the information would be provided at the next full meeting.</p>	<p>ALL</p> <p>JM</p>
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## **APPENDIX B**

## Recreation Committee Meeting – 9<sup>th</sup> July 2020

**Present:** Cllr. T. Ace – Ctte Chair                      Cllr. R. Reed  
                 Cllr. A. Pritchard                                      Cllr. J. Nabb  
                 Cllr. P. Waters    Cllr. C. Nixey  
                 Cllr. D. Turner

**Apologies Accepted:** Cllrs. Gray, Dudley, Ziemelis, and Fisher

**Not present:** n/a

**Public:** n/a

### REOPENING OF THE PLAY AREAS

(a) A Covid-19 risk assessment had been undertaken by the Clerk and Cllr. Waters on the 8<sup>th</sup> July 2020 which led to a proposal to re-open the Play Areas.

(b) The Clerk presented her proposal to re-open the Play Areas on Saturday 11<sup>th</sup> July subject to safety signage which would state:

- The Play Areas would not be cleaned by the Parish Council and any use of the facility would be at the users own risk.
- All users must provide their own sanitiser and wipes.
- Users must wash their hands as soon as practicable after using the facility.
- No food or drink to be consumed within the Play Area.
- A maximum capacity of 10 people at any one time; agreed by the majority, following a vote.
- 2M social distancing to be adhered to.
- All PPE to be taken home by the user for disposal.
- No entry for any person showing symptoms of Covid-19.
- Failure to adhere to regulations would result in CCTV evidence being passed to the Police, and the possible closure of the facility.

(c) Following a vote, the re-opening of the Play Areas was approved; proposed Cllr. Waters, seconded Cllr. Pritchard, agreed by the majority.

JM