

CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 4th December 2014.**

Present: Cllr. A. Pritchard, Chairman
Cllr. R. Reed, Vice-Chairman
Cllr. K. Batley
Cllr. D. Turner
Cllr. B. Gray

Cllr. T. Ace
Cllr. J. Nabb
Cllr. P. Collins
Cllr. C. Earle

Cllr. Steve Harrod
PCSO James Hopkin

Apologies Accepted: Cllrs. Maton & Reynolds

Not present: n/a

Members of the public: 1

Police: n/a

335. The minutes of the meeting held on 6th November 2014 were amended, approved and then signed by the Chairman; proposed Cllr. Earle, seconded Cllr. Reed, agreed by all.

PUBLIC SESSION

None

MATTERS ARISING:

336. PEST CONTROL AT MILL LANE ALLOTMENTS: The details of SODCs preferred contractor, Total Pest Control, are to be sent to any allotment tenants who are experiencing issues with rats. All responsibility for payment of services remains with the tenant.

337. SPEEDING: Following the proposal to paint white lines on the bend at Brinkinfield Road to reduce the parking in this area, at a cost of £675, a decision is to be delayed until SSE had finished works in the village. The Parish Council's SID team are to undertake observation work in the area and collect data.

338. VANDALISM & ASB: No reports of vandalism or ASB had been reported to the Parish Council office.

339. BERRICK ROAD FLOODING: The Parish Council still await a copy of the completed camera survey report; OCC had written to explain that workload pressures had delayed their reporting.

340. PARKED CARS OUTSIDE THE POST OFFICE: Bollard specification had been received from OCC and all information had been sent to the conservation officer at SODC to obtain advice and/or permission to proceed. A pre-application fee of £60.00 had been requested by SODC and it is to be checked whether that fee applies to Parish Councils.

341. GUIDES LAND AT HARDINGS: No maintenance work had been undertaken on the land and the Parish Council are to formally request that Crown House Properties maintain the land or allow an alternative village organisation to use it.

342. SSE ROUTE: The Parish Council had received the proposed cable route from SSE showing the network upgrades and areas of cable to be abandoned. They are to be asked for a programme of works in order to warn the residents of work taking place.

343. BROOKSIDE FOOTPATH: Cllr. Harrod is to chase Keith Stenning, Highways, for confirmation of the legal owner of the footpath, in order to request that the footpath be repaired as soon as possible.

344. STABLE PLANNING PERMISSIONS: Following concerns that planning permission should have been obtained for the stables at Mill Lane, an SODC Planning Officer had been on-site and the Parish Council await the results of their investigation.

345. VILLAGE STREET CLEANING PERSON: Cllr. Turner discussed similar projects in other villages and explained that funding *may* be obtained via Biffa. He is to research further.

DT

AP

JD

SH

DT

<p>346. FOOTPATHS 5 & 6: OCC had been asked to revisit the proposal of clearing footpaths 5 and 6. Jon Beale, OCC, had responded to explain that the work was currently unrealistic due to the backlog of clearance works on other well used footpaths. The matter is to be discussed before the 2015 winter. It was noted that Royal Mail are unable to deliver to three houses who face onto Footpath 6; this information is to be sent to OCC.</p>	JD																																								
<p>347. RECREATION UPDATE: (a) No response had been received from the contractor regarding the planting of the replacement Jubilee Trees. He is to be chased, again. (b) No action had been taken by the contractor to replace the bench on the recreation ground despite several reminders. He is to be reminded again. (c) The Autumn Feed work on Janes Meadow had been completed.</p>	(a) JN (b) AP																																								
<p>348. CUTTMILL HEDGE REMOVAL & REPLACEMENT: It had been queried whether the hedge in question marked the parish boundary. SODC had completed an assessment and confirmed that the boundary was on the other side of the road and therefore not an issue as far as regulations are concerned.</p>	ALL																																								
<p>349. PARISH COUNCIL OPEN EVENT: The Parish Council are to hold an open event on Saturday 21st February to publicise the work of the Council.</p>	ALL																																								
<p>350. CHALGROVE TENNIS: Following the NDP questionnaire, which highlighted various volunteers, two residents had offered assistance in creating a Tennis Club. They are to be asked to attend a meeting in the New Year.</p>	JD																																								
<p>351. MATTERS UNRESOLVED: Energy Audit, Damages Claim, The Green land ownership, MUGA lighting grant, Chalgrove Band equipment list.</p>																																									
<p>352. OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014: Chalgrove Parish Council reviewed and approved the amendment to the Standing Order (<i>Section 3 – Meetings Generally – Item L</i>); proposed Cllr. Nabb, seconded Cllr. Earle. Agreed by all.</p>																																									
<p>353. CHALGROVE POST OFFICE: The Chairman had placed an article in the LINK magazine, alerting the public to the proposed changes. Correspondence continues with the MP, leader of SODC, and the PO Stakeholder Management Officer for this area.</p>	AP																																								
<p>354. VILLAGE HALL COMMITTEE: A meeting had been held on Thursday 27th November and full minutes are available from the Parish Council office.</p>																																									
<p><u>Election of Committee Chairman</u> Cllr. Maton had been elected as Committee Chairman; proposed Cllr. Pritchard, seconded Cllr. Earle, agreed by all.</p>																																									
<p><u>Maintenance</u> All maintenance issues had been discussed and placed in priority order.</p>																																									
<p><u>Village Hall Hire Rates</u> The increased hire rates, effective 1st January 2015, were approved; proposed Cllr. Ace, seconded Cllr. Earle, agreed by all.</p>																																									
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<p><u>Regular Hirers</u> The increased fees for regular hirers, effective 1st April 2015, were approved; proposed Cllr. Reed, seconded Cllr. Earle, agreed by all.</p>																																									
<p>355. FINANCE COMMITTEE: A meeting had been held on the 20th November 2014 and full minutes are available from the Parish Council office.</p>																																									

<p><u>Election of Committee Chairman</u> Cllr. Nabb had been elected as Chairman; proposed Cllr. Ace, seconded Cllr. Gray, agreed by all.</p> <p><u>Internal Controls Review</u> The System of Internal Controls, Financial Risk Assessment, Asset Register and Effectiveness of Internal Audit had been reviewed and amended.</p> <p><u>Estimates</u> A meeting is to take place on the 9th December to review and propose the precept amount.</p> <p><u>Fraudulent Cheque</u> The monies had been returned to the Parish Council bank account but no further information on the investigation had been received. The Chairman is to write and request an urgent update</p> <p><u>OALC Internal Audit Training Course</u> The Clerk, Financial Assistant, and Committee Chairman are to attend the training course at a cost of £35 (ex VAT) per person; proposed Cllr. Pritchard, seconded Cllr. Earle, agreed by all.</p>	<p>ALL</p> <p>AP</p> <p>JD & JN</p>
<p>356. NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE: Cllr. Nabb provided an update on the work completed by the NDP Committee (a) 134 response forms had been completed following the site consultation. Interim data had been completed and was distributed to the councillors. (b) Following the questionnaire, the Council eagerly await the report and meetings are to be held with the public in February and March.</p> <p>357. FLOODING: A meeting had been held earlier in the day and minutes had not yet been produced. Discussions took place regarding the silt assessment which is to take place following the EA annual clearance.</p> <p>358. EMERGENCY PLANNING: (a) A street warden briefing had taken place on Saturday 22nd November. Those who attended had taken away their packs containing contact information and log sheets. All Councillors had been informed of their allocations. (b) On the same date a briefing took place to inform local organisations and the general public of the progress. 10 organisations were represented out of the 32 invited and 2 responses received following the request for skills and resources. (c) Vulnerable groups are to be contacted to ensure that they have a sufficient emergency plan.</p> <p>359. WORKS & ORDERS: The Clerk discussed the works and orders requiring approval.</p> <p><u>Completed</u> Autumn Feed at Janes Meadow</p> <p><u>Awaiting Completion</u> Play Area gate repair, tree work at the Recreation Ground, assessment of Willow Trees at the High Street, assessment of trees behind Chibnall Close, Jubilee Walk tree replacement, trip hazard removal at the Crown PH car park, Frost Bench installation.</p> <p><u>Awaiting Approval</u></p>	
<p>(a) Quotations had been obtained for CCTV within the Village Hall car park. Grant opportunities are to be investigated.</p> <p>(b) Guttering repairs on the Village Hall complex, at a maximum cost of £100, was approved; proposed Cllr. Earle, seconded Cllr. Batley, agreed by all.</p> <p>(c) Village Hall roof repairs, at a maximum cost of £300, was approved; proposed Cllr. Nabb, seconded Cllr. Gray, agreed by all.</p>	<p>AM</p> <p>AP</p>
<p><u>Quotations Required</u> Signage (bylaws & car park), bus shelter painting at Parsnips Lane, MUGA lights electrical repair, footpath/grasscrete/gate at entrance to the recreation ground, air conditioning maintenance, pavilion shower replacement, brickwork repair, VH toilet & kitchen refurbishment, storage extensions, floor stripping, tile repair, drain cover grips, roof replacement, car park manhole cover repair/replacement.</p> <p>CORRESPONDENCE:</p> <p>360. <u>David Rushton, Friends of Benson Library</u>, wrote to request a donation. The Parish Council are unable to support the Benson Library at this time.</p> <p>361. <u>PCSO Ken Cooney, Thames Valley Police</u>, wrote to alert the Council that he is to be moved to a different area, effective 1st December 2014.</p> <p>362. <u>Applications had been invited</u> for nominations for High Sherriff awards. The Parish Council are to submit applications nominating Jackie Edwards of CHATS and Mark Wasmuth of the Chalgrove Cavaliers Football Club.</p> <p>363. <u>Lendrums Amusements</u> wrote to obtain permission to bring the fun fair back to Chalgrove between Sunday 6th September 2015 and Sunday 13th September 2015.</p>	<p>JD</p>

<p>Permission was granted.</p> <p>364. <u>Karen Mulcahy, Treasurer to the PCC of St Marys</u>, wrote to request a grant of £1200 towards the upkeep of the churchyard. Following a vote, an increased donation of £1000 was approved; proposed Cllr. Pritchard, seconded Cllr. Gray, agreed by the majority.</p> <p>365. <u>Thames Valley Police</u> wrote to alert the Parish Council to the increase in hare coursing within rural areas. Posters are to be displayed asking the public to call the Police with any suspicious activity.</p> <p>366. <u>Citizens Advice Bureau, Thame</u>, had written to request a donation. A donation of £30 was approved; proposed Cllr. Ace, seconded Cllr. Batley, agreed by all.</p> <p>367. <u>David Sawyer, Chalgrove 10K Committee</u>, wrote to request permission to hold another 10K race on 4th May 2015. Permission was granted.</p> <p>368. <u>Mark Wasmuth, Chalgrove Cavaliers</u>, had written to alert the Parish Council to a suspected drainage problem on the MUGA. The matter is to be assessed by the Recreation Committee.</p> <p>369. <u>Go Ride</u> wished to alert the public that, despite rumours, the bus service to Wallingford had not been withdrawn, although the service is under review by the County Council.</p> <p>370. <u>Oxfordshire County Council</u> wrote with information regarding The Big Plan: Oxfordshire's Learning Disability Plan 2015-2018.</p> <p>371. <u>OALC</u> had written to advise that they are now able to offer HR and employment advice.</p>	<p>JD</p> <p>TA</p>
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372. PLANS (Parish Council decision only):

P14/S3632/HH	5 Saw Close	Side & rear extension APPROVED
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373. DECISION NOTICES FROM SODC:

P14/S1277/HH	Orchard Cottage Warpsgrove Lane	Two storey extension (retrospective) REFUSED
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374. MONTHLY POLICE REPORT: Thames Valley Police had provided a report: 13 calls had been received from the Chalgrove area during the month of November; relating to 9 miscellaneous calls (non urgent, such as broken down vehicles or door to door sellers), 2 anti-social behaviour calls, and 2 reports of theft.

PSCO James Hopkin spoke of (a) SID training (b) speed trap projects (c) hare coursing and (d) Thames Valley alerts.

375. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner reported on: (a) 125 bus service (b) electoral registrations and plans for the 2015 election (c) Affordable Warmth Network (d) Community Payback; which could be used for Footpaths 5/6 (e) recycling rates, Christmas recycling and Recyclopedia (f) Cornerstone productions and (g) waste collection services.

376. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod reported on: (a) pot holes waiting to be addressed on the High Street and Mill Lane (b) Oxford City road works (c) flu jabs and electric blanket tests (d) Asset plans and (e) Better Broadband.

377. REPORT FROM THE PLAY AREA INSPECTION OFFICERS: (a) The assessment for November had been undertaken by Cllr. Pritchard and the report held within the Parish Council office. Playdale are to be chased for their report following an on-site assessment. The Recreation Committee are to assess the OXO to determine whether immediate removal is required. (b) Following assessments undertaken by Cllr. Pritchard and Ace, there is to be no more football use on Janes Meadow effective immediately. The Cavaliers are to be informed.

ACCOUNTS:

378. The cost of CCTV maintenance, at £180 ex VAT, was approved; proposed Cllr. Gray, seconded Cllr. Batley, agreed by all.

379. ACCOUNTS SANCTIONED FOR PAYMENT:

005274	N. Kerridge – youth work	£468.00
005275	B. Murphy – youth work	£104.00
005276	SODC – rates	£464.00
005277	Wilmots Solicitors – legal fees	£3230.40
005278	AW Mobbs – gravel	£66.00
005279	PA Pritchard – expenses	£38.68

005280	Viking Direct – office/cleaning supplies	£338.30
005281	ORCC – survey data entry	£3637.65
005282	Hydro GIS – flood reporting	£300.00
005283	BCB – grass cutting	£420.12
005284	Fire Safety Services	£311.14
005285	TalkTalkBusiness – web hosting	£65.80
005286	Total Gas & Power – gas supply	£68.38
005287	1 st Chalgrove Scouts – donation, stage erection	£75.00
005288	Oxfordshire Assoc. Blind – donation	£30.00
005289	South & Vale Carers Centre – donation	40.00
005290	Sue Ryder – donation	£30.00
005291	P. Hall – groundsman	£929.97
005292	P. Hall – groundsman	£315.81
005293	D. Mepham – gate caretaking	£80.00
005294	REDBOX – office supplies	£99.79

ANY OTHER BUSINESS

380. Cllr. Turner spoke of the transitional grant and potential precept capping.
381. Cllr. Reed spoke of an Village Hall hirer whose booking was disturbed by the hirer of the Youth Centre.
382. Cllr. Pritchard spoke of the plans for the Parish Council Christmas dinner.

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.*

383. KNIGHT'S ACCESS: Cllr. Earle reported that the Mr. Knight had requested an extension which had been approved up to 15th December. The Parish Council await to see Mr. Knight's case.

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

DATES:

- 4th December, Parish Council Meeting, 7.30pm, JMR
- 7th December, Communications, 12 noon, Lamb PH
- 9th December, Finance Committee, 7.15pm, JMR
- 10th December, Interviews, 7pm, JMR
- 11th December, Youth Club Committee, 6.30pm, Youth Centre
- 11th December, SID training, 7pm, JMR
- 18th December, Planning Committee, 7pm, JMR
- 8th January, Parish Council Meeting, 7.30pm, JMR

The meeting closed at 10.20pm

Signed: Chairman