

**CHALGROVE PARISH COUNCIL**

**A MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 1<sup>st</sup> December 2016.**

**Present:** Cllr. A. Pritchard, Chairman Cllr. T. Ace  
 Cllr. J. Nabb, Vice-Chair Cllr. R. Reed  
 Cllr. D. Turner, also Dist. Cllr. Cllr. A. Dudley  
 Cllr. K. Batley Cllr. B. Wilson

Cllr. S. Harrod, County Councillor

**Apologies Accepted:** Cllr. B. Gray

**Not present:** n/a

**Members of the public:** 0

299. The minutes of the meeting held 3<sup>rd</sup> November 2016 were approved and then signed by the Chairman; proposed Cllr. Nabb seconded Cllr. Ace, agreed by all.

<p><b>PUBLIC SESSION</b> None</p> <p><b>MATTERS ARISING:</b></p> <p>300. SPEEDING: The SID team reported that 3 speed checks had been undertaken in November, with 15 vehicles in total reported as going over 35mph. Details of those vehicles had been passed to Thames Valley Police.</p> <p>301. VANDALISM &amp; ASB: (a) There had been no further response from the Police or users of the MUGA regarding the reported intimidating behaviour discussed at the previous meeting. (b) The lock on the gate at the Mill Lane allotment site had been broken and fly tipping had been left on the site. A new lock had been purchased and the fly tipping is to be collected by BIFFA on behalf of SODC. (c) The chain link fencing surrounding the Memorial Green had been broken twice. Cllr. Ace proposed that a LINK article be drafted; to be discussed at the next Communications Committee meeting.</p> <p>302. CHALGROVE BUSES: Printed copies of the T1 timetable had been sent by Thames Travel and will be available from the Post Office and Parish Council Office upon arrival.</p> <p>303. CHARITIES ACCOUNT: Following discussions, Cllr. Reed is to go through the paperwork and organise a meeting of the Trustees.</p> <p>304. WATERMILL THEATRE TOUR: Enquiries had been made regarding the proposal to hire the Watermill Theatre touring group for an event at Chalgrove Village Hall. It was reported that their only available date was mid-week and so alternative touring groups are to be contacted for their availability.</p> <p>305. INSURANCE &amp; VALUATION OF FACILITIES: The Parish Council’s insurance company, Zurich, had provided an estimate on the current valuation of the buildings. A quote for the increased building’s insurance is to be sought with approval granted for a maximum sum of £500; proposed Cllr. Turner, seconded Cllr. Nabb, agreed by all.</p> <p>306. ENERGY AUDIT: (a) The Parish Council’s energy audit grant application had been accepted, with the total cost being £600; half to be funded by TOE2 and half to be paid by the Parish Council. (b) The energy audit will be undertaken by the Oxford Brooks University on Thursday 15<sup>th</sup> December. It was agreed by all that Cllr. Pritchard and the Clerk would be in attendance. (c) Following the receipt of the energy audit, the Parish Council would be welcome to apply for one of TOE2’s grants for energy efficiency improvements.</p> <p>307. PUBLIC ACCESS DEFIBRILLATORS: (a) Following reports of limited funding available for public access defibrillators, it was agreed by all to add the relevant cost to the Emergency</p>	<p>(c) AP &amp; JM</p> <p>JM RR</p> <p>JM</p> <p>JM</p> <p>(b) AP &amp; JM</p>
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<p>Planning grant application with SSE. (b) A Chalgrove resident, working for South Central Ambulance Service, is to be consulted before any equipment is purchased.</p>	<p>(a) JM (b) JM</p>
<p>308. THE BIG CLEAN: (a) BIFFA had allocated 2 more days to Chalgrove and had requested details of the areas requiring the most cleaning. Details had been sent. (b) It was reported that the work had been done, and BIFFA are to be asked for clarification on which roads had been cleaned and how long they were there.</p>	<p>(b) DT &amp; JM</p>
<p>309. RECREATION COMMITTEE: <u>Jubilee Walk</u> The replacement trees had arrived and been planted by Cllrs. Ace and Wilson. <u>MUGA</u> It had been requested by users of the MUGA that the surface be re-sanded, with the suggestion that the sand be delivered and a working party do the spreading. Quotations are to be sought for the cost of the sand required.</p>	<p>JM</p>
<p><u>Cavaliers FC</u> (a) The Parish Council await details of the Cavaliers sub-committee which is to be set up for the purpose of applying for grant funding for further pitch improvements. (b) The Parish Council await proposals from the Cavaliers to stop their footballs going into the brambles. (c) A member of the Cavaliers had requested to use the leaf blower in the MUGA. It was agreed by all that they may use it.</p>	<p>JM</p>
<p>310. 'MINUTES &amp; MEETINGS' TRAINING COURSE: The Clerk is to attend the course on the 7<sup>th</sup> December.</p>	<p>JM</p>
<p>311. HIGH SHERIFF AWARD NOMINATIONS: Councillors had been asked to suggest nominations for the High Sheriff awards, to recognise people in Oxfordshire who have made outstanding contributions to the Communities in which they live and work. Four nominations are to be sent.</p>	<p>AP &amp; JM</p>
<p>312. PROPOSED REMOVAL OF BT PAYPHONES: BT had consulted with SODC regarding their proposal to remove public payphones across the country. Data shows that the public payphones in Chalgrove had been used: (a) 0 times in the last 12 months, at the High Street payphone on the junction of Brinkinfield and (b) 3 times in the last 12 months, at the High Street payphone on the junction of Baronshurst. Chalgrove residents had been asked to comment on the proposed removal before the 31<sup>st</sup> December, with all comments then being sent to SODC.</p>	<p>JM</p>
<p>313. STREET LIGHTING: (a) It was reported that details of the two faulty lights directly outside the Children's Centre had been sent to OCC. (b) It was reported that the light at Cinnamon Close was still not working despite several attempts to request its repair and details are to be sent to Keith Stenning, OCC Area Steward.</p>	<p>(b) JM</p>
<p>314. VERGES AT MILL LANE &amp; BERRICK ROAD: Cllr. Turner voiced concerns over the overgrown verges and is to speak directly to Cllr. Harrod, County Councillor.</p>	
<p>315. 'DOGS ON LEADS' SIGNAGE: Cllr. Ace had been provided with the relevant signage for the Lamb allotment site.</p>	
<p>316. BROKEN RAILING, HIGH STREET: No quotations had been sought for the repair of the railing. Highways are to be contacted for advice and potential contractors.</p>	
<p>317. MATTERS UNRESOLVED: Land at Hardings, land Registry (Mill Lane allotments &amp; recreation areas), Chalgrove Battle Group notice boards, 16 High Street hedges, Church Cottage hedges, Chalgrove Band equipment, Chapel Lane alleyway shrubbery responsibilities, Mill Lane road sign, stable planning permissions at Mill Lane, tennis.</p>	
<p>318. MATTERS ON HOLD: Future of the Chalgrove Post Office, parked cars outside the Post Office, Community Service street cleaning, Local Council award.</p>	
<p><b>319. FINANCE COMMITTEE:</b> <u>Budgets</u> All Councillors had reviewed and amended the budgets for 2017/2018 at the Committee meeting on the 11<sup>th</sup> November. <u>Precept 2017/2018</u> Using the reviewed and amended budgets, discussions took place at the Committee meeting on the 11<sup>th</sup> November regarding the precept for 2017/2018. Calculations showing percentage increases and the cost impact to a Band D dwelling were reviewed. Two proposal were made to take to full Council. Following discussions at full Council, the</p>	

<p>proposed precept figure of £107,000 was approved; proposed Cllr. Reed, seconded Cllr. Ace, agreed by all.</p> <p><u>Approved Charities</u> A review of the Parish Council's charities took place. It was agreed by all that the approved charities for 2017/2018 would be: Oxfordshire South &amp; Vale Citizens Advice (Thame), Oxfordshire Association for the Blind, South &amp; Vale Carers Centre, ENRYCH Oxfordshire, Sue Ryder Nettlebed Hospice, and the Junior Citizens Trust. Donations requested outside of the approved charity list would be reviewed for 2018/2019.</p> <p><u>System of Internal Controls</u> The internal control assessment was completed, approved, and signed by the Chairman; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by all.</p> <p><u>Financial Risk Assessment</u> The financial risks were reviewed and approved; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by all.</p> <p><u>Asset Register</u> The assets were reviewed and approved; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by all.</p> <p><u>Effectiveness of Internal Audit</u> The effectiveness review was completed, approved, and signed by the Chairman; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by all. It was agreed, by all, that Mr. Terry Fisher be asked to complete the audit for 2017/2018.</p> <p><u>External Audit Comments</u> BDO had reported that the accounts were submitted past their deadline; it was agreed by all that this issue would be rectified using a schedule.</p> <p><b>320. CASUAL VACANCIES:</b> The two vacancies had been advertised as per the agreed schedule. The deadline for applications is Friday 23<sup>rd</sup> November, with interviews taking place on Friday 13<sup>th</sup> January.</p> <p><b>321. OXFORDSHIRE TOGETHER:</b></p> <p><u>Footpath Sidings</u> Discussions are to take place with the HR Committee regarding the proposed employment of a Street/Footpath Cleaner.</p> <p><u>Verges</u> Following unsuccessful attempts to obtain quotations for rural verge cutting, it was agreed by all that the Parish Council would no longer be committed to taking on responsibility of verge cutting as part of Oxfordshire Together. Keith Stenning, OCC Area Steward, and the surrounding villages are to be informed.</p> <p><b>322. NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE:</b> Cllr. Nabb reported on the work undertaken by the NDP Committee. (a) Following the receipt of the flood report and maps, undertaken by Edenvale Young, developers revised their plans to avoid the flood zones. (b) The Committee had spoken to SODC regarding their concerns that the developers will try to build on both sites.</p> <p><b>323. PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b></p> <p><u>HCA</u> At a meeting held prior to the Parish Council meeting, Jo Davies of GVA had attended to provide an update on the work leading up to their Enquiry by Design (EbD) process in January. (a) A public drop-in event is to take place on the 5<sup>th</sup> December to explain the EbD process. (b) Based on information received, HCA had built a stakeholder list who will be invited to EbD events during the day, with the public invited during the evening. (c) It was made clear that the Parish Council would facilitate in order to ensure that the public were aware of what was going on.</p> <p><u>SODC</u> A public meeting had been held with Cllr. John Cotton, Leader of SODC, on Friday 4<sup>th</sup> November to discuss the next phase of the Local Plan procedure, and for the public to ask questions.</p> <p><u>Other</u> Chalgrove Parish Council and the Residents Action Group continue to liaise with surrounding villages in order to object to development at Chalgrove and Harrington.</p> <p><b>324. FLOODING &amp; EMERGENCY PLAN:</b></p> <p><u>Meetings</u> (a) A multi-agency meeting is to be held on the 19<sup>th</sup> January. (b) Cllr. Pritchard and the Clerk are to attend SODC's Community Resilience Presentation on the 23<sup>rd</sup> January.</p> <p><u>Emergency Plan Storage</u> A site for the storage container is to be found, preferably central to the village and close to the Village Hall.</p> <p><u>Funding</u> The SSE grant application is to be finalised and submitted.</p>	<p>JN</p> <p>JM</p> <p>ALL</p> <p>AP &amp; JM</p> <p>ALL</p> <p>JM</p> <p>JM</p>
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<p><u>Sandbags</u> Following queries sent to SODC regarding sandbag distribution, a LINK article is to be drafted in order to warn residents of the need to purchase their own flood defences.</p> <p><b>325. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p> <p><u>Completed</u> Gravel distribution at the Memorial Green, Jubilee Walk tree planting, arrival of the amended Village Hall premises license, arrival of the 'No Dogs' signage for the MUGA, arrival of the 'Emergency Vehicle Access' signage for the recreation ground gate, lock repairs at the Youth Centre, boiler repairs at the Village Hall.</p> <p><u>Awaiting Completion</u> Erection of 'No Dogs' signage, erection of 'Emergency Vehicle Access' signage, hedge trimming at the Mill Lane allotments, door repairs at the Youth Centre, emergency light repair at the Village Hall, arrival of office furniture.</p> <p><u>Awaiting Approval</u></p> <p>(a) The SAGE Pension online course, at a cost of £93 ex VAT, was approved; proposed Cllr. Batley, seconded Cllr. Nabb, agreed by all.</p> <p>(b) Repairs to the bus stop roof outside the Crown P.H., at a cost of £103.75 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by all.</p> <p>(c) The annual boiler service, at a cost of £622 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Wilson, agreed by all.</p> <p><u>Quotations Required</u> Grass cutting at the Recreation Grounds, Emergency Planning storage solution, emergency planning supplies, etching of logo and map for the High Street bus stop, path repair next to the recreation ground, brickwork repair at the Village Hall, tile repair at the Village Hall, Village Hall entrance foyer manhole grip repair, MUGA resurfacing, Village Hall toilet and Kitchen refurbishment, Village Hall roof replacement, microphone system, re-angling of MUGA lights.</p> <p><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>326. <u>Lendrums Amusements</u> wrote to enquire whether they may bring their Fun Fair back to Chalgrove from Sunday 3<sup>rd</sup> September to Sunday 10<sup>th</sup> September 2017. Permission was granted, agreed by all. The Clerk is to mention the issues from last year, as reported by a resident.</p> <p>327. <u>Thames Water</u> wrote to report that Castle Water are to take over the account.</p> <p>328. <u>Rebecca Hunt, Royal Air Force Benson,</u> wrote to advise the Parish Council of a change of command; on Friday 11<sup>th</sup> November, Group Captain Paterson formally handed over the appointment of Station Commander, and Puma Force Commander, to Group Captain Hamish Cormack.</p> <p>329. <u>Rev Canon Ian Cohen, St. Mary's Church,</u> wrote to Keith Stenning, OCC Area Steward, to thank him for the work undertaken to the road leading to the Church.</p> <p>330. <u>Oxfordshire Association for the Blind</u> wrote with their thanks for the donation of £30.</p> <p>331. <u>Mr. Spicer, St. Mary's Churchwarden,</u> wrote with thanks for the donation of £1200 towards the upkeep of the churchyard.</p> <p>332. <u>Community First Oxfordshire</u> wrote with details of their PAT testing courses.</p> <p>333. <u>Community First Oxfordshire</u> wrote with details of ACRE's new legal service providers, Bates Wells and Braithwaite.</p> <p>334. <u>A Marley Lane resident</u> wrote with concerns regarding speeding on the High Street. It is to be reported that the SID team regularly speed check in the area with details sent to Thames Valley Police.</p> <p>335. <u>Sue Ryder</u> wrote to request a donation. A donation of £30 was approved; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.</p>	<p>JM</p> <p>JM</p>
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**336. PLANS** (Parish Council decision only):

P16/S3613/FUL	Martin-Baker,	Amended plans – security fencing
	Chalgrove Airfield	APPROVED

**337. DECISION NOTICES FROM SODC:**

P16/S2812/HH	6 Laurel Close	Single storey front extension and internal alterations GRANTED
P16/S3052/HH	14 Chibnall Close	Single storey front extension GRANTED

<b>338. MONTHLY POLICE REPORT:</b> No report had been received.	
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**339. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner provided a report: (a) Free Christmas parking will take place in District Council car parks on various days throughout December. (b) Each year SODC provide £100,000 to part fund 6 Police Community Support Workers (PCSOs). (c) During quarter two, SODCs CCTV operators monitored over 550 incidents across Didcot, Henley, Thame and Wallingford. Their alerts to the Police resulted in 24 arrests in South Oxfordshire. (d) SODC helped to raise awareness of domestic abuse, working with a local charity RRDA. (e) SODCs leisure management contractor, GLL, are offering funding of up to £2500, access to qualified instructors and coaches, use of its facilities, free activities and monthly membership discounts. (f) SODC published a review of the past year's work carried to support young people, details can be found on the SODC website. (g) SODCs Environmental Health team closed a Chinese takeaway in Thame following a routine food safety inspection.

**340. REPORT FROM THE COUNTY COUNCILLOR:** Cllr. Harrod attended to report that he is to organise a meeting with all surrounding villages to discuss HCA, the Enquiry by Design process, and the need for a fighting fund.

**341. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** The monthly assessment of equipment had been undertaken by Cllr. Turner. All areas are satisfactory. The Parish Council still await a visit from Playdale Ltd to check some areas.

**ACCOUNTS:**

342. 8 cheques had been signed outside of meetings; 005854 to 005861

**343. ACCOUNTS SANCTIONED FOR PAYMENT:**

005854	SODC – premises license	£10.50
005855	SETON – signage	£96.28
005856	Chew Valley Trees – Jubilee Walk trees	£147.00
005857	South & Vale Carers Centre – donation	£40.00
005858	OALC – course fee	£42.00
005859	Oxfordshire Association for the Blind – donation	£30.00
005860	Royal British Legion – wreath	£18.50
005861	RPC Locksmith – lock repair	£127.10
005867	Assist UK Ltd – financial assistance	£286.00
005868	N. Kerridge – youth work	£507.00
005869	B. Murphy – youth work	£130.00
005870	M. Law – gate caretaker	£100.00
005871	SODC – rates	£476.00
005872	Talk Talk Business – web hosting	£67.00
005873	TV Licensing	£145.50
005874	BCB – grass cutting	£736.20
005875	Viking Direct – office supplies	£60.42
005876	J. Nabb – NDP website fee	£19.12
005877	Hydro-GIS – NDP consultancy fee	£300.00
005878	B. Wilson – allotment supplies	£41.93
005879	Yorkshire Gas & Power – gas supply	£277.00
005880	SODC – dog bin emptying	£188.38
005881	P. Hall – groundsman	£1000.00
005882	P. Hall – groundsman	£489.38

**ANY OTHER BUSINESS:**

344. Cllr. Ace reported that minor repairs were needed to the War Memorial. Quotations are to be sought.	JM
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345. Cllr. Turner reported on a parking dispute at Farm Close. As the road is privately owned	
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by the residents, the Parish Council are unable to intervene. 346. It was agreed to hold the Parish Council Christmas dinner on Saturday 7 <sup>th</sup> January.	
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**DATES:**

- 15<sup>th</sup> December, Planning Committee, James Martin Room, 6.30pm
- 15<sup>th</sup> December, COIF Trustees Meeting, James Martin Room, 6.45pm
- 15<sup>th</sup> December, Village Hall Committee, James Martin Room, 7.15pm
- 15<sup>th</sup> December, Allotment Committee, James Martin Room, 7.45pm
- 5<sup>th</sup> January, Chalgrove Parish Council meeting, James Martin Room, 7.30pm

The meeting closed at 10.02pm.

Signed: ..... Chairman