

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 6th December 2018.**

Present:

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

Apologies Accepted: n/a

Not present: n/a

Members of the public: None

269. The minutes of the meeting held 1st November 2018 were approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Ace, agreed by all.

PUBLIC SESSION

None.

MATTERS ARISING:

270. CHALGROVE IN NEED CHARITY TRUSTEES: Mrs. Wendy Ace had written to request permission to appoint Mrs. Jeanette Gray as Trustee and Secretary. The Parish Council approved the request; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.

271. COUNCILLOR VACANCY: Chalgrove Parish Council continue to advertise the vacancy.

272. SPEEDING: Due to budget constraints, the installation of a Speeding Indication Device is to be postponed.

273. VANDALISM & ASB: A High Street resident's letter, reporting the illegal and dangerous use of glyphosate on the Memorial Garden, had been sent to the Police as part of their investigation. Chalgrove Parish Council await their comments.

274. PARKING ISSUES:

Brookside (a) The Parish Council await to hear SOHA's proposal for the potential new car parking spaces. (b) There had been no response regarding the 'Residents Only' sign for the current car parking spaces.

White Lines White lines had been painted on the High Street, at the junction of Chapel Lane, but had not yet been painted on Brinkinfield Road. Highways are to be chased.

275. HIGHWAY DEPOT DAY: Cllrs. Reed and Dudley attended the event on the 6th October. Cllr. Reed provided a report of the equipment demonstrated.

276. SALT BINS: Following reports that the salt in the salt bin on Monument Road was unusable, Highways had been asked to replace the salt and, if required, the salt bin.

277. AGE CONCERN – USE OF THE JAMES MARTIN ROOM: Following Age Concern's request for use of the James Martin Room on Fridays whilst The Acreage is demolished and rebuilt, it was agreed to allow free of charge use with the following conditions: (a) access will be granted from 8.30am until 2pm (b) access to the Main Hall and the Age Concern storeroom will be restricted to 8.30am 'til 9.00am, and then 11.30am 'til 2pm. (c) Age Concern are to be aware that the Main Hall is used between 9am and 11.30am for fitness classes which play music, and are not to be disturbed in any way. (d) access to the Village Hall kitchen before 11.30am is strictly for tea/coffee making only in order to ensure the Main Hall hirers are not disturbed. (e) use of the James Martin Room will be reviewed 12 months after first use commences.

278. B480 FOOTPATH CLEARANCE: Highways had been asked to collect the debris following

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| <p>the clearance work undertaken by the Scouts. Highways reported that as they had not been asked formally before the clearance took place, it would not be a priority.</p> <p>279. DOG MESS IN PRIVATE FIELDS: Following reports that dog walkers were walking within private fields and not clearing dog mess, the Clerk had discussed the matter with Cleaner Chalgrove and posters will be drafted and delivered to Langley Field Farm.</p> <p>280. JOINT USER AGREEMENT: The agreement had been amended and is to be sent to the Primary School.</p> <p>281. KEN BATLEY MBE DISPLAY: Framing of the MBE medal and certificate, at a maximum cost of £100, was approved; proposed Cllr. Ace, seconded Cllr. Ziemelis, agreed by all.</p> <p>282. SODC GO ACTIVE GOLD AWARDS: Nominations for Chalgrove had been submitted but were not successful.</p> <p>283. HAZEL & JEFFERIES: Following concerns of the increased level of large Hazel & Jefferies vehicles, on Mill Lane in particular and late at night, contact was made with the company to make them aware of the traffic concerns; there had been no response as yet.</p> <p>284. CITIZENS ADVICE: Citizen's Advice had been asked to give a small presentation at the 2019 Annual Parish Meeting; they agreed.</p> <p>285. MATTERS UNRESOLVED: Chalgrove Band equipment inventory, GDPR, dog mess on the recreation grounds, TVP Action Day, Oxford to Cambridge Expressway, Footpath 8 Project, Village Hall car park bollard (10K Ctte), use of rat poison at the Mill Lane allotments, tennis, overhanging shrubbery at 36 Mill Lane, 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>286. MATTERS ON HOLD: Community Service street cleaning, Local Council award.</p> <p>287. COIF: <u>Objectives</u> It was agreed by all that the objectives are (a) to have the Mill Lane allotments and 'Top Rec' registered under Chalgrove Parish Council rather than as Charity Trustees, and (b) to spend the monies within the charities and close the charity. <u>CCLA</u> Contact had been made with CCLA and a meeting is to be arranged to discuss the finances. <u>Charity Commission</u> (a) Contact had been made with the Charity Commission and a meeting is to be arranged to discuss the registration of land. (b) Cllr. Reed reported that the annual return will be completed when he is in receipt of the relevant statements; the Charity Commission are to be chased for copies.</p> <p>288. FINANCE COMMITTEE: <u>Budgets</u> Councillors had reviewed and amended the budgets for 2019/2020 at the Committee meeting on the 22nd November. <u>Precept 2019/2020</u> Using the reviewed and amended budgets, discussions took place at the Committee meeting on the 22nd November regarding the precept for 2019/2020. Calculations showing percentage increases and the cost impact to a Band D dwelling were reviewed. Following discussions at full Council, two proposals were made of £113,300 and £115,000. Following a vote, the proposed precept figure of £113,300 was approved; proposed Cllr. Nabb, seconded Cllr. Ace, agreed by the majority.</p> <p>289. COMMUNICATIONS COMMITTEE: There had been no Committee meeting. <u>Newsletter</u> The previously printed newsletters were unable to be distributed due to SODC's restrictions on referendum advertisement. A new newsletter is to be drafted. <u>LINK Articles</u> LINK articles are to be drafted and will include the cleaning of the MUGA, dogs on the MUGA, and CCTV.</p> <p>290. RECREATION COMMITTEE: There had been no Committee meeting. <u>MUGA</u> (a) There had been no success obtaining quotations for the new MUGA surface and associated drainage works due to it being a very busy time of year for installations. (b) Jet washing had taken place on the MUGA at a cost of £875 (c) Mr. Neil Topping, Chalgrove Walking Football, had requested that the concrete area at the entrance to the MUGA be</p> | <p>JM</p> <p>AP</p> <p>CN</p> <p>JM</p> <p>(a) JM (b) RR</p> <p>JM</p> <p>JM</p> |
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| <p>enlarged to stop people dragging mud into the MUGA on their shoes; the Groundsman is to be asked for his advice and a quotation. (d) It was clarified that, following requests made by the Cavaliers Football Club, the Parish Council do not wish to extend the size of the MUGA, nor do they wish to build a new facility on Janes Meadow.</p> <p><u>Play Areas</u> The Parish Council await a date for Playdale to repair the wet pour.</p> <p><u>Trees</u> The free trees had been collected from the Primary School and delivered to Cllr. Ace. The groundsman has suggested that they be planted on one of the allotments until such time as they can be moved to Janes Meadow.</p> <p><u>Pavilion</u> A leak was reported by the Cavaliers FC. The pipework was checked and tightened and the matter was rectified.</p> <p><u>Grass Cutting</u> The contracted cutting of the grass on all 3 recreation grounds is to be put out for tender.</p> <p>291. YOUTH CLUB COMMITTEE: A Committee meeting had taken place on the 20th November 2018 and the minutes are available from the Parish Council office.</p> <p><u>General</u> (a) Drug and alcohol awareness workshops are to be held for both age groups. (b) Networking visits are to be made to nearby Youth Clubs. (c) Volunteer recruitment is required. (d) DBS paperwork is to be updated. (e) Quotations are to be sought for the painting of the Youth Centre, painting of the cork tiles, Nintendo Wii equipment, and a projector and speakers.</p> <p><u>Youth Worker Reports</u> Both Youth Workers reported on activities undertaken and any Incident Reports.</p> <p><u>Chalgrove Youth Club Fun Day 2019</u> Following the success of the previous Fun Day, it was agreed by all to hold another on Saturday 18th May 2019.</p> <p>292. NEIGHBOURHOOD DEVELOPMENT PLAN: On the 22nd November, residents voted for the adoption of the Chalgrove Neighbourhood Development Plan with 773 votes in favour and 46 votes against, and an electorate turnout of 38.85%.</p> <p>293. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD: Cllr. Turner discussed the Local Plan timetable and Councillors are to attend the meetings as follows: (a) 13th December - Scrutiny Ctte (b) 18th December - Cabinet (c) 20th December - Full Council.</p> <p>294. FLOOD ALLEVIATION & EMERGENCY PLANNING:</p> <p><u>Emergency Planning Storage</u> A meeting was held on the 17th November to mark out the area required for the concrete base and to prepare specifications of the work required. A further site meeting is to be held with the Groundsman.</p> <p><u>Multi-Agency Meeting</u> (a) A meeting is to be arranged. (b) Mr. Chris Whitlow, Edenvale Young, wrote to request a meeting with interested parties in Chalgrove and Stadhampton to discuss historical flooding. The meeting will be held on the 12th December.</p> <p>295. WORKS & ORDERS: Discussions took place regarding the works and orders.</p> <p><u>Completed works:</u> pressure washing of the MUGA surface, pressure washing of the outdoor gated area at the Village Hall, gutter repairs and clearance at the Village Hall.</p> <p><u>Awaiting completion:</u> bollard repair in the Village Hall car park, car park signage, Clavinova, cutting back of bushes at Argosy Close, wet pour repairs at the play area, fitness equipment repairs, emergency exit door repairs at the Village Hall.</p> <p><u>Quotations required:</u> painting of the Youth Centre, outdoor tap at the Sports Pavilion, defib and locked cabinet, hedge trimming on Janes Meadow and the Top Rec, repaired or replaced air conditioning units, periodic testing (electrics), fire alarm control panel replacement, emergency lighting replacement, MBE medal display, repair/replacement of benches, MUGA new surface, 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 toilet fan repair, Post Office public notice board, High Street bus stop map etching.</p> <p><u>On hold for further discussion:</u> French drain for flooded footpath next to recreation ground,</p> | <p>JM</p> <p>TA</p> <p>JM</p> <p>JM</p> <p>ALL</p> <p>TA & BG</p> <p>AP,JN,BG,CN</p> |
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| <p>updated Jubilee Walk tree plaque.</p> <p>CORRESPONDENCE:</p> <p>296. SODC wrote with details of the new Electoral Register which was published in December 2018.</p> <p>297. SOD wrote with details of the Deep Clean Project, whereby they will spend 4 days in Chalgrove between the 11th and 14th February 2019 to undertake a deep cleanse - litter picking, sweeping and removing weeds/moss on pavements. Areas to be prioritised are to be agreed at the next meeting.</p> <p>298. The Environment Agency wrote to obtain feedback on their proposed maintenance plans for the financial year 2019/2020.</p> <p>299. Reading Borough Council wrote to advertise their services involving landscape, trees, groundwork, civil engineering and drainage, external cleansing, graffiti removal and trade waste.</p> <p>300. Watlington Parish Council had written to report that they subsidise the Tuesday Thame Bus Service; Chalgrove Parish Council had been unaware of this previously. They had made an informal request that Chalgrove share the subsidy cost and funds had been allocated in the budget as a provisional cost. Watlington Parish Council had been asked to send a formal request for funding.</p> <p>301. Citizens Advice wrote to thank the Parish Council for the donation of £40.</p> <p>302. SODC wrote to report that the District & Parish Elections would take place on the 2nd May 2019.</p> <p>303. The Chalgrove Village Festival wrote to request funding towards the running of the 2019 May Day Festival. A £300 donation was allocated in the budget as a provisional cost and the Committee had been asked to send a formal request.</p> <p>304. The Chalgrove 10K Committee wrote to request permission to proceed with their plans for the next 10K race, to be held on the 6th May 2019. The Parish Council approved the request and are to send congratulations on their 10th event.</p> <p>305. Berrick Salome Parish Council wrote with details of their NDP consultation which runs until the 11th January 2019.</p> <p>306. SODC wrote to request street name suggestions for the development of 120 homes to the East of Chalgrove (CHAL7). The Parish Council are to suggest names relating to the men who served in WW1 and who are remembered annually on Remembrance Sunday: Atkins, Belson, Brown, Clements, Hicks, King, and Lacey. It is to be suggested that the footpath leading from the development onto Monument Road would be called Lacey Lane, leaving 6 names as suggestions as street names. The Parish Council are to also suggest that the entire development be named 'Houndswell Field' after the original name of the land, found on the Magdalen College survey maps of 1679 and 1822.</p> <p>307. The Parish Council were alerted to a leak within the Age Concern storage cupboard, Village Hall. The roof was immediately checked and cleared of leaves and the issue was resolved. The contractor donated his cost of £50 to Age Concern.</p> <p>308. Nominations had been requested for the High Sheriff Awards, with a deadline of the 10th January. The Parish Council are to nominate Mrs. Nicola Kerridge and Mrs. Kelly Potter for their outstanding work at Chalgrove Youth Club.</p> <p>309. A resident had expressed his concerns over the parking of the T1 bus on Monument Road; the bus was unable to pull into the layby due to parked cars. Cllr. Harrod is to be asked for funding for white lines and "bus stop" to be painted within the layby.</p> | <p>JM</p> <p>JM</p> <p>JM</p> |
| <p>310. PLANS (Parish Council decision only): None</p> <p>311. DECISION NOTICES FROM SODC: P18/S3075/HH 3 The Springs Single storey extension at the rear GRANTED</p> | |

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| P18/S2187/HH | 1 Mill Lane | Change of dormers, and new outbuilding GRANTED |
| P18/S3136/HH | 33 Baronshurst Drive | Single storey extension at the front GRANTED |
| P18/S1853/RM | Land East of Chalgrove CHAL7 | Erection of 120 new dwellings GRANTED |
| P18/S3394/HH | 126 High Street | Two storey extension to the rear GRANTED |

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| 312. MONTHLY POLICE REPORT: No report provided. | |
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313. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner's full report is available from the Parish Office. The report included the Oxford to Cambridge Expressway, the SODC Local Plan, Business Award nominations, National Policy Statement for Water Resources Infrastructure, fly-tipping prosecutions, applications for the District Councillors grant, SODC Christmas closure, and free parking.

314. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod's full report is available from the Parish Office. The report included the Council budget, the Housing & Growth Deal Infrastructure program, the call of enquiry on Thames Water reservoir plans, Highway defects updates, and salting and snow clearance.

315. REPORT FROM THE PLAY AREA INSPECTION OFFICERS: The monthly assessment of equipment had been undertaken by the Clerk and all areas are satisfactory. (a) Repairs are required to the Fitness Equipment. (b) Repairs are required to the wet pour.

ACCOUNTS:

316. Two cheques had been signed outside of meetings; 006478-006479.

317. ACCOUNTS SANCTIONED FOR PAYMENT:

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| 006477 | Cancelled Cheque | |
| 006478 | Chalgrove Primary School – hire costs | £80.50 |
| 006479 | OCC – replacement cheque for 006457 | £635.29 |
| 006485 | B. Murphy – youth work | £117.00 |
| 006486 | N. Kerridge – youth work | £429.00 |
| 006487 | M. Law – gate caretaking | £80.00 |
| 006488 | M. Burgess – financial assistance | £300.00 |
| 006489 | P. Hall – groundsman | £1000.00 |
| 006490 | P. Hall – groundsman | £745.46 |
| 006491 | T. Nagy – Village Hall cleaning | £757.50 |
| 006492 | Mayfield Press – printing costs | £250.00 |
| 006493 | Moore Stephens – external audit | £603.24 |
| 006494 | J. Nabb – NDP expenses | £107.18 |
| 006495 | Uni-Mail – printing costs | £12.00 |
| 006496 | M. Hoskins – Youth Centre boiler repair & service | £120.00 |
| 006497 | Castle Water – water usage | £75.54 |
| 006498 | Yorkshire Gas – gas usage | £277.00 |
| 006499 | Chris Lewis Ltd – CCTV maintenance | £229.20 |
| 006500 | Playdale – repairs | £59.00 |
| 006501 | A. Stevens – gutter cleaner and jet washing of MUGA | £1205.00 |
| 006502 | Age Concern – donation (via contractor) | £50.00 |
| 006503 | TalkTalk Business – web hosting | £58.00 |
| 006504 | Viking Direct – office & cleaning supplies | £359.04 |

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| ANY OTHER BUSINESS: | |
| 318. Cllr. Ziemelis reported that the Village Hall cleaning cupboard required a spring clean. | JM |
| 319. Cllr. Ziemelis reported that the Pavilion required a deep clean. | JM |
| 320. Cllr. Reed reported that the light was still off outside 11 Brinkinfield Road. OCC are to be chased for action. | JM |

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.

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| 321. HR COMMITTEE: (a) It was agreed that the contracted Village Hall cleaning would be put out to tender. (b) The Financial Assistant's appraisal is to be arranged in January. | (a) JM (b) JM |
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Inclusion of the public: The public were no longer excluded.

DATES:

20th December, Planning Committee, 7pm, James Martin Room

10th January, Parish Council Meeting, 7.30pm, James Martin Room

The meeting closed at 9.38pm

Signed: Chairman