

**CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 5<sup>th</sup> December 2019.**

**Present:** Cllr. A. Pritchard, Chair  
 Cllr. D. Turner, also Dist. Cllr  
 Cllr. B. Gray  
 Cllr. T. Ace  
 Cllr. R. Reed  
 Cllr. A. Dudley  
 Cllr. C. Nixey  
 Cllr. P. Waters  
 Cllr. D. Fisher

**Apologies Accepted:** Cllrs. Nabb & Ziemelis

**Not present:** n/a

**Members of the public:** None

316. The minutes of the meeting held 7<sup>th</sup> November 2019 were amended, approved and then signed by the Chairman; proposed Cllr. Waters, seconded Cllr. Gray, agreed by all.

<p><b>PUBLIC SESSION:</b> None</p> <p><b>MATTERS ARISING:</b>          317. VANDALISM &amp; ASB: There had been continued complaints regarding the smell of the drugs in and around the Recreation Grounds. It was noted that none of the public witnesses had made Police reports. The Parish Council had informed Thames Valley Police.          318. PARKING ISSUES:  <u>High Street</u> Following the repeated blocking of a private driveway outside 55 &amp; 57 High Street, and the parking of vehicles on the OCC footpath/verge causing damage to the surface which meant that residents would have to walk in the road, Highways had reported that it was a matter for the Police. The Police had been informed but there had been no response; they are to be chased.  <u>Quartermain Road</u> Following the parking of a large lorry who regularly blocks the footpath and leaves their engine idling at 5am in the morning, OCC Highways and the Police had been asked for their comments or advice; there had been no response. The resident had contacted the company who owned the vehicle and it is believed that the matter is now resolved.  <u>White Lines</u> It was noted that OCC Highways had not yet finished the white lines on Brinkinfield Road and Monument Road; they are to be chased.          319. BERRICK ROAD – OVERGROWN HEDGEROW: Despite contacting the adjacent landowners, OCC Highways, and County Cllr. Harrod, the work to the hedgerow had not been completed and still remains a safety hazard for vehicles using the road. Cllr. Harrod is to be contacted again.          320. 20MPH SPEED LIMIT: Further to a resident’s request to investigate the possibility of reducing the village speed limit to 20mph, OCC Highways had requested a map showing the extent of the speed limit required. Details had been sent, and the Parish Council now await their formal quotation for the speed survey.          321. SKATEPARK: (a) The Climate Change Committee are to discuss the art competition to re-spray the Skate Park. (b) The Parish Council await a start date for the approved surface repairs.          322. MILL LANE ALLOTMENT SITE &amp; HORSES: Following continued animosity between allotment tenants and the adjacent landowner, it was noted that the horses continued to lean over the fencing. Further discussions are to be held at the next Allotment Committee meeting.          323. RECREATION GROUND BRIDGE: OCC had been contacted regarding the Parish Council’s continued concerns over the safety of the Recreation Ground bridge. OCC responded to report that their initial assessment showed no imminent danger. The matter</p>	<p>JM</p> <p>JM</p> <p>AP &amp; JM</p> <p>JM</p> <p>(a) AZ</p> <p>TA</p>
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<p>had been escalated to County Cllr. Harrod due to the erosion of the bank which supports the bridge. The Parish Council await his comments.</p> <p>324. BRIDGE WEIGHT LIMITS: In June 2018, the Parish Council had been advised that none of the bridges in Chalgrove had structural weight limits, but that two of the bridges would be assessed; #520 Town Arch on Berrick Road, and #518 Chalgrove Mill on Mill Lane. OCC had been chased for the results of this assessment with no response. The matter had been escalated to County Cllr. Harrod and the Parish Council await his comments.</p>	
<p>325. PAVEMENTS/FOOTPATHS: (a) It had been suggested that the HR Committee discuss more hours being allocated to the Street Cleaner. As an alternative, contact is to be made with the voluntary street cleaning group in Watlington with a view to forming a similar group in Chalgrove. (b) A formal assessment of all pavements is to be made and sent to the County Council alongside a request for work to be undertaken.</p>	(a) JM (b) DF & JM
<p>326. SPEED INDICATION DEVICES: Further discussions are required and Cllrs. Turner, Pritchard and Waters are to attend a meeting in order to view all available options.</p>	DT, AP, PW
<p>327. TENNIS: A brief meeting had been held on the 3<sup>rd</sup> December to discuss the quotations for the Tennis Court. Two options had been made available: (a) Full resurface at a cost of £24,405 ex VAT - it was proposed that funding applications be completed as soon as possible with a view to undertaking the work in Spring 2021. (b) Cleaning and repainting at a cost of £2280 ex VAT, and new nets and posts at a cost of £396 ex VAT – the cost of the cleaning and repainting was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all. The cost of the net and post is to be funded via requests to Cllr. Turner’s grant scheme, and the 200Club.</p>	JM JM
<p>It was noted that further discussions are required by the Recreation Committee and the newly formed Tennis Club to understand what maintenance is required. A meeting is to be arranged.</p>	JM
<p>328. REMOVAL OF FARM CLOSE SEATING STRUCTURE: The seating structure had been removed.</p>	
<p>329. LGPS PENSION TRAINING EVENT: The event, scheduled for the 21<sup>st</sup> November, had been postponed and the Parish Council await the revised dates.</p>	
<p>330. MILLERS CLOSE TREES: Further to reports of a dangerous tree on land at Millers Close it had been ascertained, without the use of a land registry search, that the land was owned by SODC and they had been asked to undertake the tree work.</p>	
<p>331. NDP QUESTIONNAIRE FOR THE UNIVERSITY OF READING: The questionnaire is to be completed.</p>	JM
<p>332. FOOTPATHS 5&amp;6: Further to a recent request that this footpath be cleared and re-opened, OCC had been informed.</p>	
<p>333. WAR MEMORIAL GRAVEL: (a) The gravel had been spread sufficiently in preparation for the Remembrance Service, without the need to purchase further gravel. (b) It was noted that, following work undertaken by an adjacent resident, some of the gravel was missing and/or covered in mud. The residents are to be asked to ‘make good’. Another letter is to be sent after the Christmas period if no response has been received.</p>	JM
<p>334. STADHAMPTON FIREWORK DISPLAY: Stadhampton Parish Council had been notified of the difficulties for passing vehicles due to the parked cars on the highway during the event.</p>	
<p>335. MATTERS UNRESOLVED: Review of Standing Orders, Roles &amp; Responsibility workshop, removal of Methodist Church signage, repair/replacement of Village Hall car park bollards, French Laurence/Chapel Lane alleyway, Icknield School Bus parking on Brinkinfield Road, Chalgrove Band equipment inventory, GDPR, dog mess poster competition, use of rat poison at the Mill Lane allotments, tennis, overhanging shrubbery at 36 Mill Lane, broken railing at the High Street, Mill Lane road sign.</p>	
<p>336. MATTERS ON HOLD: Fish &amp; Chip van noise complaint, Community Service street cleaning, Local Council award.</p>	
<p><b>337. CLIMATE CHANGE COMMITTEE:</b> Cllr. Nabb had submitted a report on behalf of</p>	

the Committee which detailed her attendance at the Climate Workshop organised by the Henley Town Council.

**338. PROJECT VIKTOR:** The Village Hall refurbishment project was ongoing.

Work Still Required There are still several jobs that require completion in order to finalise Phase 1; internal painting of the James Martin Room cupboards and shelving, internal painting of the entrance foyer cupboard and shelving, soap dispenser to be placed within the disabled toilet, locks to be installed on Age Concern cupboards, locks to be installed on the James Martin Room cupboard doors, and installation of microphones.

Hall Hire A Committee meeting is required to discuss instruction manuals and hall hire terms and conditions.

**339. VILLAGE HALL COMMITTEE:** There had been no Committee meeting.

Village Hall Hire Rates The increased hire rates, effective 1st January 2020, were approved; proposed Cllr. Pritchard, seconded Cllr. Nixey, agreed by all.

		Resident	Non resident
Village Hall	Mon – Thur (8am-11.45pm)	£23 / hour	£28 / hour
	Fri, Sat & Sun (8am-6pm)	£28 / hour	£38 / hour
	Fri, Sat & Sun (6pm-11.45pm)	£33 / hour	£38 / hour
	Sat – Sun, all day rate (8am till 11.45pm)	£300	£330
	Stage	£25	£25
James Martin	Any	£12 / hour	£15 / hour
Youth Centre	Any	£20 / hour	£25 / hour
Pavilion	AM or PM session	£25 adults	£25 adults
		£10 child	£10 child
MUGA/Tennis	Any	£20 / hour	£20 / hour

Regular Hirers The increased fees for discounted regular hirers, effective 1<sup>st</sup> April 2020, were approved; proposed Cllr. Pritchard, seconded Cllr. Nixey, agreed by all.

Age Concern	£48.00 per session
Chalgrove Band	£27.00 per session
1 <sup>st</sup> Chalgrove Scouts	£17.00 per session
Cavaliers FC	£31.00 per session
Go Active Gold	£16.00 per session

**340. ALLOTMENT COMMITTEE:** A Committee meeting had taken place on the 21<sup>st</sup> November 2019 and minutes are available from the Parish Council office.

Committee Members (a) A Mill Lane allotment tenant had requested permission to join the Committee; his request was denied as it was felt that further members should be sought from the Bypass allotment site as they were not yet represented. (b) Cllr. Fisher, also a Mill Lane allotment tenant, had requested permission to join the Committee; the request was granted and she is to be invited to the next meeting.

2020 Rent Following discussions, and the review of the year's water usage, the Committee proposed the 2020 allotment rent charges. Approval was made by full Council; proposed Cllr. Fisher, seconded Cllr. Reed, agreed by all.

Site	Current 2019 Charges per full plot			Proposed 2020 Charges per full plot		
	Rent	Water	Total	Rent	Water	Total
Bypass	£6.00	£11.00	£17.00	£6.00	£11.00	£17.00
Mill Lane	£9.00	£13.50	£22.50	£9.00	£20.00	£29.00

Report from the Bypass site (a) It was noted that there was no longer a site manager for this site and the Parish Council are to attempt recruitment. (b) Quotations are to be sought for hedge cutting on the exterior of the allotment site, adjacent to the Highway.

Report from the Mill Lane site (a) It was reported that it had been a busy year with most tenants working hard on their plots. (b) A maximum cost of £250 ex VAT for a skip was

AZ

(a) JM  
(b) JM

<p>approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.</p> <p><b>341. YOUTH CLUB COMMITTEE:</b> A Committee meeting had taken place on the 19<sup>th</sup> November 2019 and redacted minutes are available from the Parish Council office.</p> <p><u>Communication Issues</u> A Committee member highlighted her concerns that the Committee had not been duly informed that the Age Concern group would be using the Youth Centre on Fridays, along with other concerns. In summary, the Committee member requested better communication via email or Committee meetings. It was agreed by all to hold a meeting every 2 months.</p>	JM
<p><u>DBS Applications</u> It was noted that Oxfordshire Youth had not processed the 10 submitted DBS applications because the Parish Council had not affiliated with them for the year. It was agreed to re-submit DBS applications for the two Youth Workers and the Safeguarding Officer, at the non-member costs of £43 per paid worker, and £38 per volunteer. The total cost of £124 ex VAT was approved; proposed Cllr. Nabb, seconded Cllr. Waters, agreed by all.</p>	JM
<p><u>Youth Club 20 Year Anniversary</u> An event, to mark the occasion, is to be held in Spring or Summer 2020.</p>	
<p><u>Equipment &amp; Establishment</u> (a) Funding is to be sought for the internal painting of the Youth Centre and the cost of racking for the storage room. (b) An application is to be submitted to the 200Club to fund the cost of a projector screen, projector, DVD player, and speakers, at an approximate cost of £250 ex VAT.</p>	(a) JM (b) JM
<p><u>Other Matters Discussed</u> included policies, finances, incident reports and youth worker reports.</p>	
<p><b>342. RECREATION COMMITTEE:</b> A Committee meeting had taken place on the 21<sup>st</sup> November 2019 and minutes are available from the Parish Council office.</p>	
<p><u>Election of Committee Chairman</u> Cllr. Tony Ace was unanimously re-elected as Committee Chairman; proposed Cllr. Pritchard, seconded Cllr. Gray.</p>	
<p><u>Cavaliers FC</u> Mr. Fleury, Cavaliers FC Committee Chair, requested permission to erect netting on the Top Rec, between the left hand side goal post and the bramble hedging, for the purpose of stopping footballs hitting the bramble hedging and popping. Approximately 5 x 3-4M poles would be placed in the ground to hold the netting which would be slightly higher than the hedging. The netting would stay up all the time, unless there was any issues; at which point the Cavaliers would discuss the matter with the Parish Council straight away. The Committee agreed in principle.</p>	
<p><u>MUGA</u> It was reported that, for health and safety purposes, the MUGA surface required pressure washing and cleaning. The cost of £875 ex VAT was approved; proposed Cllr. Pritchard, seconded Cllr. Waters, agreed by all.</p>	
<p><u>Play Areas</u> It had been reported that the play area gates required assessment and repair/replacement. In order to obtain a quotation from Playdale Ltd, they would need to send an inspector to complete an annual inspection. The cost of £195 ex VAT was approved; proposed Cllr. Ace, seconded Cllr. Waters, agreed by all.</p>	
<p><u>Fitness Equipment</u> The required spare parts, including fitting, at a cost of £1014.90 ex VAT, was approved; proposed Cllr. Waters, seconded Cllr. Fisher, agreed by all.</p>	
<p><u>Other Matters Discussed</u> included litter picking, fruitful hedging, and the Jubilee Walk trees.</p>	
<p><b>343. APPLICATION TO MODIFY THE DEFINITIVE MAP:</b> The public consultation is yet to start but, following queries and objections submitted by the public, an article is to be drafted and approved by the Communications Committee before it is released into the public domain.</p>	JM
<p><b>344. CHALGROVE PUBLIC PURPOSES CHARITY (COIF):</b> There had been no trustee meeting.</p>	
<p><u>Annual Return</u> The outstanding annual returns had been submitted but still appeared to be outstanding on their website. Further queries had been made.</p>	JM
<p><u>Land Registry</u> It is the Parish Council's intention to re-register two pieces of land (Mill Lane allotments and Top Rec). It had been advised that the annual returns are completed</p>	JM

<p>before contacting Land Registry.</p> <p><b>345. COMMUNICATIONS COMMITTEE:</b> A Committee meeting had taken place on the 11<sup>th</sup> November 2019 and minutes are available from the Parish Council office.</p> <p><u>Election of Committee Chairman</u> Cllr. Dudley was unanimously elected as Committee Chairman; proposed Cllr. Nabb, seconded Cllr. Pritchard.</p> <p><u>Other Matters Discussed</u> included LINK articles, newsletter articles, and the Parish Council website.</p>	
<p><b>346. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove):</b></p> <p><u>Planning Application</u> At a meeting in May, Bovis Homes reported that they would be submitting their reserved matters planning application shortly after their public presentation in June. Since no application had been forthcoming, they had been asked for their timeline. No information had been received as yet.</p>	JM
<p><u>Marley Lane</u> The Parish Council await to hear whether Bovis Homes are to meet with residents of Marley Lane following their concerns over flooding and on-street parking.</p>	JM
<p><b>347. DEVELOPMENT – CHAL7 (east of Chalgrove):</b></p> <p><u>Miller Homes</u> had been asked to attend a meeting in order to update the Parish Council on their development. There had been no response and they are to be chased.</p> <p><u>Discharge of the Conditions</u> Further to the published Residential Travel Plan, the Parish Council had raised their concerns that the pedestrian access would no longer be hardcore, as per the original plans.</p>	JM
<p><b>348. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b></p> <p>There had been no further updates.</p>	
<p><b>349. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b></p> <p><u>Emergency Planning Storage</u> The concrete base, to hold the emergency planning storage container, had been postponed due to the application to amend the Definitive Map which refers to land on which the container would be sited. A site meeting is to be held in order to discuss alternative locations.</p>	JM
<p><u>Frogmore Ditch</u> Despite several attempts by the Parish Council to obtain information, SODC had not responded with details on when work is to take place on the culverts and manholes leading to the Frogmore ditch.</p>	
<p><u>Flood Prevention Plan</u> It was agreed by all to write to the Environment Agency to ask when their plan will be completed.</p>	JM
<p><b>350. WORKS &amp; ORDERS:</b> There were no further works requiring approval.</p> <p><b>CORRESPONDENCE:</b></p>	
<p>351. Applications had been requested for the High Sherriff Awards 2019/2020, to recognise people in Oxfordshire who have made outstanding contributions to the communities in which they live. Nominations are to be brought to the next full Council meeting.</p>	ALL
<p>352. SODC had written with details of a survey, requesting comments on the themes and format of the Town &amp; Parish Forums. The survey is to be completed.</p>	JM
<p>353. Cleaner Chalgrove wrote with details of a resident who completed a litter pick on the 27<sup>th</sup> November, as part of his employer’s ‘Community Days’. A letter of thanks is to be sent.</p>	JM
<p>354. The No Expressway Group campaign against the proposed Oxford to Cambridge Expressway and had written to ask the Parish Council to sign their petition and share their information on social media. It was agreed by all that the Parish Council would not be involved at this stage.</p>	
<p>355. A resident had expressed her concerns that the MUGA lights remained on when there was no one using it. It had been clarified that the facility is open for use by the public seven days a week, with the lights remaining on until 9.45pm, and that it was used every day and most evenings by village groups and the public. The Parish Council noted that the current system is the most simple and cost effective.</p>	

**356. PLANS** (Parish Council decision only):  
P19/S1869/O Land at 31 Mill Lane

Revised plans for the development of five new homes.  
OBJECTION with comments

**357. DECISION NOTICES FROM SODC:**  
P19/S3077/HH 19 Baronshurst Drive

Single storey side and rear extension.  
GRANTED

**358. POLICE REPORT:** No report received.

**359. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner reported on the Local Plan, the Councillor Grant Scheme, the Capital Grant Scheme, climate emergency, free parking in the run up to Christmas, and Council Tax.

**360. REPORT FROM THE COUNTY COUNCILLOR:** A report had not been received from Cllr. Harrod.

**361. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** The monthly assessment of equipment had been undertaken and is to be discussed in more detail by the Recreation Committee.

**ACCOUNTS:**

362. One cheque had been signed outside of meetings; 006757

**363. ACCOUNTS SANCTIONED FOR PAYMENT:**

006757	Poppy Appeal – wreath	£19.00
006761	Countryside Est. Services – groundsman & cleaning	£2882.20
006762	Countryside Est. Services – groundsman & cleaning	£24.00
006763	K. Burgess – financial assistance	£132.00
006764	N. Kerridge – youth work	£481.00
006765	B. Murphy – youth work	£123.50
006766	M. Law – gate caretaking	£80.00
006767	TalkTalk Business – web hosting	£93.88
006768	Castle Water – water supply	£231.23
006769	Shape Up Developments – dishwasher repairs	£180.00
006770	Helpful Hirings – scaffold tower	£62.40
006771	Darke & Taylor – external light repairs	£536.21
006772	EPS Ltd – microphone installation	£2087.52
006774	E. Nixey – plaques	£30.00
006775	Cholsey Cleaning Services – MUGA cleaning	£875.00

**ANY OTHER BUSINESS:**

None

The meeting closed at 9.01pm

Signed: ..... Chairman