

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 7th February 2019.**

Present:

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

Apologies Accepted: Cllr. Dudley

Not present: n/a

Members of the public: None

364. The minutes of the meeting held 10th January 2019 were amended, approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Waters, agreed by all.

<p>PUBLIC SESSION None.</p> <p>MATTERS ARISING:</p> <p>365. VANDALISM & ASB: (a) It was reported that alcohol was being consumed within the Youth Club outdoor gated area. Posters are to be placed within the area reminding them of the CCTV and asking that all bottles are placed in the bin. (b) It was reported that glass bottles had been broken within the Skatepark area and the bus stop outside the Crown PH. Posters are to be placed in both areas as above.</p> <p>366. PARKING ISSUES: <u>Brookside</u> (a) The Parish Council still await SOHA's proposal for the potential new car parking spaces; SOHA are to hold a budget meeting on the 28th February where this item will be discussed. (b) SOHA had been chased for a response regarding the 'Residents Only' sign for the current car parking spaces; we await their response. <u>White Lines</u> White lines had been painted on the High Street, at the junction of Chapel Lane, but had not yet been painted on Brinkinfield Road; The County Council sent their apologies for the oversight and the lines will be painted on the next round of lining when the weather improves.</p> <p>367. SALT BINS: (a) OCC had delivered new salt bins, filled with salt, to the Village Hall car park and the junction of Monument Road and High Street. (b) It was noted that OCC do not dispose of the old salt bins, and the Parish Council Groundsman had offered to assess whether he was able to.</p> <p>368. B480 FOOTPATH CLEARANCE: Following the clearance work undertaken by the Scouts, the Parish Council Groundsman is to be asked to clear the debris.</p> <p>369. DOG MESS IN PRIVATE FIELDS: Following reports that dog walkers were walking within private fields and not clearing dog mess, posters had been created and delivered to Langley Field Farm.</p> <p>370. JOINT USER AGREEMENT: The agreement had been amended and sent to the Primary School, along with a brief history of the Joint User Agreement. Councillors were reminded that any associated legal costs associated with the changes required to the agreement would be split equally between the Parish Council, Acer Trust (primary school) and the First Steps Hub (children's centre).</p> <p>371. KEN BATLEY MBE DISPLAY: The printed certificate and replica medal had been sent to the framers.</p> <p>372. HAZEL & JEFFERIES: Following concerns of the increased level of large Hazel & Jefferies vehicles, contact was made again with the company concerned in order to discuss an agreement but no action had been taken and no response received. The Parish Council had therefore written again to explain that, since Chalgrove was subject to a</p>	<p>(a) JM</p> <p>(b) JM</p> <p>(b) PH</p> <p>PH</p> <p>CN</p>
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7.5ton weight limit, their vehicles should not use Chalgrove roads unless it is for access only.	
373. SODC DEEP CLEAN: SODC are to undertake a deep clean for 4 days between the 11 th and 14 th February; they are to undertake litter picking, sweeping, and the removal of weeds and moss on the pavements. Chalgrove Parish Council had sent a list of prioritised streets: High Street, Adeane, Hampden, Mayfield, Ireton, Beverley, Argosy and Rupert Close.	
374. THAMES TRAVEL T1 BUS SERVICE – MONUMENT ROAD: Following concerns over the parking of the T1 bus on Monument Road, due to parked cars within the bus lay-by, OCC had committed to tarmac patching in the area, along with the painting of white lines and 'bus stop' within the lay-by.	DT & JM
375. THAMES VALLEY POLICE ACTION DAY: The TVP Action Day will take place on Saturday 22 nd June.	
376. FRENCH LAURENCE & CHAPEL LANE ALLEYWAY: Following concerns that there was insufficient lighting and that the surface was damaged, causing trip hazards, Cllr. Ace had assessed the alleyway; (a) It was agreed that the surface could cause issues for some people, especially in the dark, and that the matter would be reported to OCC. (b) It was agreed that the shrubbery surrounding the street light needs to be cut back, and that the matter would be reported to OCC. It was also noted that the lamp-post at the top of the alleyway was knocked down several years ago but never replaced. OCC are to be asked to replace the lamp-post.	(a) JM (b) JM
377. LAND AT HARDINGS: Following complaints made about the overgrown shrubbery affecting those using the adjacent footpath, the land agent had been contacted and will be cutting back the shrubbery as a matter of urgency.	
378. FOOTPATH 8 PROJECT: There had been no further correspondence from the Scouts regarding their proposals for Footpath 8; the action will therefore be taken off Matters Unresolved.	
379. LIGHT AIRCRAFT FLYING OPPORTUNITY: There had been no further correspondence from Martin-Baker Ltd regarding the flying experience; the action will therefore be taken off Matters Unresolved.	
380. OX-CAM EXPRESSWAY: It was noted that this was not an action to be resolved by the Parish Council; the action will therefore be taken off Matters Unresolved.	
381. MATTERS UNRESOLVED: Icknield School Bus parking on Brinkinfield Road, Councillor Vacancy, Tuesday Thame bus subsidy, Chalgrove Band equipment inventory, GDPR, dog mess on the recreation grounds, Village Hall car park bollard (10K Ctte), use of rat poison at the Mill Lane allotments, tennis, overhanging shrubbery at 36 Mill Lane, office broadband speeds, application to modify the Definitive Map, Community Assets, broken railing at the High Street, Mill Lane road sign.	
382. MATTERS ON HOLD: Community Service street cleaning, Local Council award.	
383. COIF:	
<u>Objectives</u> The Parish Council were reminded 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 allocate the monies within the charities to the recreation grounds, and close the charity.	JM
<u>Charity Commission</u> The Charity Commission has suggested that we discuss the matter initially with our solicitor. Brief details had been sent to Wilmots Solicitors to assess whether they are able to assist with the registration of land. Clarification is required of which trustees were registered.	JM RR
<u>CCLA</u> A meeting with CCLA is to be arranged after the registration of land has taken place.	
<u>Annual Return</u> Cllr. Reed reported that he had written to the Charity Commission in order to update the trustees and to submit the details of the annual returns for all outstanding years.	JM
384. FINANCE COMMITTEE:	
<u>System of Internal Controls</u> The internal control assessment was completed, approved, and signed by the Chairman; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.	JM

<p><u>Financial Risk Assessment</u> The financial risks were reviewed. Amendments are to be made to the assessment in order to be more specific regarding actions to be taken, and will be reviewed again at a later meeting.</p>	
<p><u>Asset Register</u> The assets were reviewed. Amendments are to be made, and OALC are to be contacted for advice on completing the register. The register will be reviewed again at a later meeting.</p>	
<p><u>Effectiveness of Internal Audit</u> The effectiveness review was completed, approved, and signed by the Chairman; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all. It was agreed, by all, that Mr. Terry Fisher be asked to complete the audit for 2019/2020.</p>	
<p><u>External Audit Comments</u> The external audit had been completed by Moore Stephens, and they were satisfied with the Parish Council's accounts. They commented that too much information had been submitted alongside the Annual Return, as they required less paperwork than the previous auditor, BDO LLP.</p>	JM (a) JM
<p><u>QuickBooks</u> It was agreed by all to use QuickBooks for financial year 2019/2020 at a cost of £86.40 per annum (a reduction of approximately £900 using Sage); proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.</p>	(b) JM
<p><u>Online Banking</u> (a) It was agreed to proceed with view-only online banking, a service which would allow the Clerk to view statements in a timely manner; proposed Cllr. Nabb, seconded Cllr. Ace. (b) Proposals for full online banking, detailing how it would work and any associated financial risks, are to be brought to a later meeting.</p>	JM
<p><u>Small Claims Court</u> Discussions took place regarding a Village Hall hirer who was in arrears for over 12 months with no attempt to pay. The matter is to be dealt with via Small Claims and the cost of the £35 application fee was approved; proposed Cllr. Pritchard, seconded Cllr. Gray, agreed by all.</p>	JM
<p><u>Project ViKToR Funding</u> It was agreed by all to write to gain Secretary of State approval to apply for a loan; this does not commit the Parish Council to apply for a loan, which will be discussed and voted on at a later date.</p>	JM
<p>385. COMMUNICATIONS COMMITTEE: There had been no Committee meeting. <u>Newsletter</u> It was agreed to review how the Parish Council newsletters could be distributed in the future. Contact is to be made with the LINK, the Post Office and the Scouts.</p>	AP & JM
<p>386. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD: <u>The Local Plan Consultation</u> is open until the 18th February and all Councillors were encourage to respond individually. The Parish Council response is to be drafted and submitted.</p>	TA
<p><u>SHIELD</u> had distributed a newsletter providing details of the consultation and how to respond. Their two drop-in events had been useful and well attended.</p>	JM
<p><u>SODC</u> are to hold a drop-in event on the 7th February.</p>	JM
<p>387. FLOOD ALLEVIATION & EMERGENCY PLANNING: <u>Emergency Planning Storage</u> A meeting is to be held with the Groundsman in order to obtain an accurate quotation for the concrete base. <u>Brook Clearance</u> It was noted that the annual brook clearance, due to be undertaken towards the end of 2018, had not been completed. The EA are to be chased. <u>Multi-Agency Meeting</u> All agencies are to be invited to a meeting.</p>	JM
<p>388. WORKS & ORDERS: Discussions took place regarding the works and orders. Works/Orders Requiring Approval: (a) The installation of an outdoor tap at the Pavilion, at a cost of £150.00, was approved; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by all. (b) The mandatory periodic electrical testing at the Village Hall, at a cost of £864.64 ex VAT, was approved; proposed Cllr. Ace, seconded Cllr. Gray, agreed by all. (c) The cost of a mower, at £250.00, for the grass cutting required on the Memorial Green was approved; proposed Cllr. Pritchard, seconded Cllr. Nabb. <u>Awaiting completion:</u> bollard repair in the Village Hall car park, car park signage, cutting back of bushes at Argosy Close, clearance of debris on the B480 footpath, salt bin repair/removal, cleaning of the steps at Rupert Close, wet pour repairs at the play area, fitness equipment repairs.</p>	

<p><u>Funded Projects (awaiting funding)</u>: Project ViKToR, new surface at the MUGA, defib and locked cabinet.</p> <p><u>Quotations required</u>: Replacement emergency door, repaired or replaced air conditioning units, fire alarm control panel replacement, emergency lighting replacement, repainting of American War Memorial lettering, painting of the Youth Centre, hedge trimming on Janes Meadow and the Top Rec, 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>: Updated Jubilee Walk tree plaque.</p> <p>CORRESPONDENCE:</p> <p>389. Culham Parish Council wrote to ask all Parish Councils in the district to sign a petition to object to the Local Plan due to its incorrect and inflated housing figures, and to object to the use of the Green Belt on some of the sites. Chalgrove Parish Council agreed not to sign the petition, and will respond to the consultation via the formal procedure.</p> <p>390. OCC Highways wrote to request that the Parish Council let them know the priorities within Chalgrove using their survey. The responses were formulated.</p> <p>391. SODC wrote with details of the upcoming election – (a) The Notice of Election will be published no later than the 26th March. (b) The final date for the receipt of applications will be the 3rd April.</p> <p>392. SODC wrote to report that the Great British Spring Clean is to take place between the 22nd March and 23rd April. The details had been sent to Cleaner Chalgrove.</p> <p>393. SODC had written regarding their waste tours. Cllr. Dudley and Gray are to attend a food waste tour on the 2nd April.</p> <p>394. Noise complaints had been received regarding the fish & chip van which is now using a new loud generator. Emails and letters had been sent but no response had been received. Cllr. Reed offered to speak with them directly.</p> <p>395. The Chalgrove Festival Committee had written to formally request a donation of £300 towards the running of the 2019 May Day Festival. The donation was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.</p>	<p>JM</p> <p>JM</p> <p>ALL</p> <p>JM</p> <p>AD & BG</p> <p>RR</p>
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396. PLANS (Parish Council decision only):

None

397. DECISION NOTICES FROM SODC:

None.

398. POLICE REPORT: No report provided.

399. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner's full report is available from the Parish Office. The report included the SODC Local Plan, the Local Industrial Strategy, the Oxfordshire Plan 2050, and the Safe Places Scheme.

400. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod's full report is available from the Parish Office. The report included details of the proposed 2019/2020 budget, the investments to schools, transport and street lighting, the Oxfordshire Health & Wellbeing Strategy, and road defects.

401. REPORT FROM THE PLAY AREA INSPECTION OFFICERS: The monthly assessment of equipment had not been undertaken due to the snow.

ACCOUNTS:

402. Four cheques had been signed outside of meetings; 006525-006528

403. ACCOUNTS SANCTIONED FOR PAYMENT:

006525	Cowling & Co – door repairs	£120.00
006526	A. Pritchard – Youth Club expenses	£280.00
006534	M. Law – gate caretaking	£80.00
006535	M. Law – replacement cheque for 006487	£80.00
006536	N. Kerridge – youth work	£390.00
006537	C. Collins – youth work	£39.00
006538	B. Murphy – youth work	£104.00
006539	M. Burgess – financial assistance	£180.00
006540	P. Hall – groundsman	£500.00
006541	P. Hall – groundsman	£904.00
006542	Yorkshire Gas – gas supply	£277.00

006543	TalkTalk – web hosting	£59.20
006544	Castle Water – water supply	£62.26
006545	Castle Water – water supply	£93.89
006546	Chalgrove Primary School – hire cost	£80.50
006547	Viking Direct – office & cleaning supplies	£79.47
006548	SODC – dog bin emptying	£196.44
006549	Mayfield Press – newsletters	£250.00
006550	J. Nabb – replacement cheque for 006494	£107.18
006551	HM Courts – small claims application	£35.00
006552	T. Nagy – Village Hall cleaning	£405.00

ANY OTHER BUSINESS:	
404. Cllr. Reed noted that the street light outside 11 Brinkinfield Road was still not working. Whilst the issue had been reported several times to OCC over the last 6 months, no action had been taken and the matters is to be escalated.	JM
405. Cllr. Gray reported the hedge on Berrick Road which was dangerously overhanging onto the road. The matter had already been reported to Highways.	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.

363. HR COMMITTEE:	
<u>Village Hall Cleaning tender</u> The contract is now out for tender with a deadline of the 28 th February, with a view to the new contract starting on the 1 st April.	JM

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

DATES:

- 21st February, Planning Committee, 7pm, James Martin Room
- 21st February, Recreation Committee, 7.15pm, James Martin Room
- 3rd March, Fire Risk Assessment, 11am, Chalgrove Village Hall
- 7th March, Parish Council Meeting, 7.30pm, James Martin Room

The meeting closed at 9.17pm

Signed: Chairman