

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 6th February 2020.**

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

Apologies Accepted: Cllrs. Dudley & Fisher

Not present: n/a

Members of the public: 1

412. The minutes of the meeting held 2nd January 2020 were amended, approved and then signed by the Chairman; proposed Cllr. Waters, seconded Cllr. Ace, agreed by all.

PUBLIC SESSION:

None

MATTERS ARISING:

413. VANDALISM & ASB: (a) A section of a knife had been found on the recreation ground and disposed of by a member of the public. (b) The pole in the public car park outside the Crown PH, installed for the purposes of protecting the brick bus stop from vehicles, had been removed and thrown in the brook. The pole is to be replaced.

414. PARKING ISSUES:

General There had been no response from the Thames Valley Police regarding any of the parking issues reported. Using the Police advice for nuisance vehicles, featured on their website, an article is to be submitted to the LINK.

White Lines (a) The white lines and bus stop markings had been completed on Monument Road. Complaints had been received from those residents who had subsequently lost parking spaces, but it had been clarified to them that several complaints had been made directly to Thames Travel and the OCC Highways regarding the bus having to stop in the middle of the road due to the parked cars. (b) The white lines in Brinkinfield Road had been partially completed, due to parked cars. (c) The suggestion of white lines on the High Street, at the junction of Church Lane, was discussed and it was agreed by all to place the matter on hold.

415. BERRICK ROAD – OVERGROWN HEDGEROW: The overgrown hedgerow remains a safety hazard for those using the road. OCC reported that the owners of the adjacent land had not complied with the request to cut back the vegetation and that a letter had been sent asking that the work was completed by the 17th January 2020. OCC had since been informed that the work had not been completed.

416. 20MPH SPEED LIMIT: (a) 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 showing the whole village, and the Parish Council now await their formal quotation for the speed survey. (b) It was noted that previous speed surveys had not shown enough speeding in order to request a reduced speed limit.

417. RECREATION GROUND BRIDGE: OCC had been contacted regarding the Parish Council's continued concerns over the safety of the Recreation Ground bridge. OCC reported that there is no imminent danger but that it will be assessed again when the bridge inspector is in the area.

418. PAVEMENTS/FOOTPATHS:

Volunteer Task Force (a) Details of the proposed voluntary task force had been placed

(b) JM

JM

<p>within the Parish Council newsletter, and members of the public had been asked to register their interest. Initial duties are to be litter picking, weeding, sweeping, and cleaning of pavements but it is envisaged that the group would grow to tackle a multitude of tasks. The group would initially be co-ordinated from the Parish Council office.</p> <p>(b) Contact had been made with a similar group in Watlington who had been extremely helpful with their advice. (c) It was noted that, in order for the volunteers to be covered under Parish Council insurance, all volunteers would need to be registered and wearing Parish Council high-vis vests, the cost of which is to be discussed at a later date. (d) A meeting is to be held with all potential volunteers.</p> <p><u>Assessment of Footpaths</u> The assessment is to be completed and sent to OCC.</p> <p>419. <u>SPEED INDICATION DEVICES</u>: Cllrs. Pritchard, Turner and Waters had met to discuss the two quotations received for the supply and installation of the speed indication devices.</p> <p><u>Location</u> (a) It was agreed by all that, due to the weight of the devices and solar packs, a complete SID would be required for each location. (b) It was agreed by all to proceed with two locations; Mill Lane and outside the Doctor's Surgery. A Highways representative will be asked to attend a site meeting in order to re-assess and approve the two locations.</p> <p><u>Cost & Funding</u> (a) It was agreed to obtain a revised quotation from the preferred supplier, and to ascertain the cost of warranty and maintenance. (b) It was proposed that one complete SID would be purchased using Parish Council funds, and that one complete SID would be purchased using grant funding. Cllr. Harrod is to be approached for further information on his grant fund.</p> <p>420. <u>TENNIS</u>:</p> <p><u>Scheduled Cleaning & Respraying</u> Having requested dates for the scheduled works, Chiltern Sports had responded to confirm that the spraying season would start in April and that they would provide the Parish Council with a date as soon as they can.</p> <p><u>Fencing</u> The newly formed Tennis Club had noted the moss and algae on the fencing and requested its removal as part of the scheduled works. The cost of £460 was not approved, as it was felt that the work was not necessary at this time.</p> <p><u>Tennis Nets</u> A grant application for £396 had been submitted to Cllr. Turner's District Councillor Grant Fund for the cost of new tennis nets. The Parish Council awaits the decision.</p> <p><u>Full Resurface</u></p> <p>Ongoing investigations are to take place regarding the required funding for a full resurface of the Tennis Court.</p> <p>421. <u>MILLERS CLOSE TREES</u>: Further to reports of a dangerous tree on land at Millers Close it had been ascertained that the land was owned by SODC and they had been asked to undertake the tree work. There had been no response and the matter is to be escalated to Cllr. Turner as District Councillor.</p> <p>422. <u>MILL LANE ALLOTMENT SITE ENTRANCE</u>: The potholes at the entrance to the site had been reported to Highways. Photos are to be sent once the ground is dry.</p> <p>423. <u>PUBLIC CAR PARK SIGNAGE</u>: (a) The cost of signage for the public car park outside the Crown PH, at £35.00 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all. (b) The publican is to be asked whether the signage can be placed on the wall of the Crown PH.</p> <p>424. <u>VILLAGE HALL GUTTERS</u>: The Village Hall gutters are to be cleaned before the next meeting.</p> <p>425. <u>MATTERS UNRESOLVED</u>: Skatepark resurfacing, skatepark artwork project, bridge weight limits, War Memorial gravel, clearance of footpaths 5&6, review of Standing Orders, Roles & 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, overhanging shrubbery at 36 Mill Lane, broken railing at the High Street, Mill Lane road sign.</p> <p>426. <u>MATTERS ON HOLD</u>: Fish & Chip van noise complaint, Community Service street</p>	<p>(d) JM</p> <p>DF & JM</p> <p>(b) JM</p> <p>(a) JM (b) JM</p> <p>JM</p> <p>DT & JM</p> <p>JN & JM</p> <p>(a) JM</p> <p>(b) JM</p> <p>AZ & JM</p>
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<p>cleaning, Local Council award.</p> <p>427. VILLAGE HALL COMMITTEE: A Committee meeting had been held on the 23rd January; minutes of the meeting are available at the Parish Council office.</p> <p><u>Hirer Documents</u> (a) The Committee reviewed and amended the Booking Form, Terms & Conditions, Village Hall layout map, Hirer Checklist and dishwasher instructions. (b) A 'Hirer's Pack' is to be created, to include all relevant information and instructions for all appliances. (c) Hirers are to be encouraged to use the glassware or crockery in the kitchen, or polycarbonates, in order to reduce the use of single-use plastics. (d) It was agreed by all that hirers would book the use of the audio visual equipment, at no extra cost, in order to ensure that the relevant training could be provided by the Clerk before the event. (d) It was proposed that extra crockery would be available for hire. Further discussions are required by the Committee regarding the amount and cost.</p> <p><u>Project ViKToR Phase 1</u> (a) The outstanding works and deadlines were reviewed. (b) Further discussions took place regarding purchases required and labelling of wall switches.</p> <p><u>Project ViKToR Phase 2</u> (a) Proposals were made to discuss the sub-sections of phase 2: 1 – suspended ceiling, lighting, air conditioning, decorating 2 – tables and chairs, hooks for decorations (b) Quotations are to be obtained for a range of options in all areas. (c) Visits are to be made to other Village Halls for inspiration.</p> <p><u>Funding</u> Further to the finalisation of the Chalgrove NDP, leftover allocated monies are to be transferred to the Project ViKToR funds; proposed Cllr. Nabb, seconded Cllr. Ace, agreed by all.</p> <p>428. RECREATION COMMITTEE: There had been no Committee meeting.</p> <p><u>Proposed Cavaliers FC Netting on the Top Rec:</u> Following the request from the Cavaliers FC to erect a net on the Top Rec, in order to stop footballs being popped in the bramble hedging, there had been concerns regarding the impact to wildlife. Further information and advice is required, and the matter is to be discussed further by the Committee.</p> <p><u>MUGA</u> The Chalgrove Walking Football team had requested that a paved area be placed at the entrance to the MUGA, along with boot scrapers, to reduce the amount of mud walked into the MUGA. The matter is to be discussed further by the Recreation Committee.</p> <p>429. FINANCE COMMITTEE: There had been no Committee meeting.</p> <p>(a) The Parish Council precept request of £116,805 has been sent to SODC. (b) Councillors were reminded that all financial matters, including purchases and grant applications, must be done via the Parish Office, unless otherwise agreed by full Council. The matter will be discussed in more detail at the Roles & Responsibilities workshop. (c) The Clerk and Financial Assistant had attended the OALC Audit Workshop, in preparation for the financial year end.</p> <p>430. CLIMATE CHANGE COMMITTEE: There had been no Committee meeting.</p> <p><u>Climate Change Emergency</u> The Committee had requested that full Council recognise the climate change emergency and support the work of the Chalgrove Climate Emergency project. It was agreed by all that the Parish Council did not want to declare a climate emergency as there is no action plan in place, however the Parish Council recognise the climate change emergency and will work alongside the action group.</p> <p><u>Annual Parish Meeting</u> It was agreed that a member of the action group would speak about Climate Change at the public meeting.</p> <p><u>Other Matters Discussed</u> included meetings held at Henley Town Council, and the work undertaken by the action group.</p> <p>431. APPLICATION TO MODIFY THE DEFINITIVE MAP: All Councillors had received copies of all documentation relating to the proposed modification of the Definitive Map, which would allow horses on a part of the Recreation Ground. (a) Meetings had been held with the Chalgrove Local History Group, which proved very useful. (b) The Parish Council's formal objection is to be drafted and sent to all Councillors for review before the consultation deadline on the 21st February. (c) Wilmot's Solicitors had been contacted for</p>	<p>(b) JM</p> <p>(c) JM</p> <p>(d) ALL</p> <p>(b) JM (c) AZ</p> <p>ALL</p> <p>ALL</p> <p>JM</p> <p>(b) AP & JM</p>
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<p>their comments.</p> <p>432. CHALGROVE PUBLIC PURPOSES CHARITY (COIF): There had been no trustee meeting.</p> <p><u>Annual Return</u> The outstanding annual returns had been submitted.</p> <p><u>Land Registry</u> Initial discussions had been held with Stefanie O'Bryen Solicitors regarding the registration of two pieces of land. It was agreed by all to proceed with the process.</p> <p><u>Closure of the Charity</u> It had been previously suggested that, once all matters had been resolved, the Parish Council close the Charity due to the complexity of the responsibilities, for such a small amount of funds. Further discussion and a formal decision are to be made following the successful re-registration of land.</p> <p>433. COMMUNICATIONS COMMITTEE: There had been no Committee meeting.</p> <p><u>Newsletter</u> (a) The newsletter had been printed on 100% recycled stock due to the Climate Change theme, at a small increase in cost which had been approved by the Committee. It was agreed by all that all future newsletters would be printed on recycled stock. (b) The newsletters had been folded at the Parish Council office and then delivered to a LINK team member for insertion into the LINK magazine before they were delivered to every house, at the approved cost of £100. It was noted that the process was a huge success. (c) Discussions are to take place regarding the next newsletters, and the various deadlines.</p> <p><u>Parish Council Website</u> During discussions with Cllrs. Pritchard and Nabb, the Clerk had highlighted the new legal requirements for all Parish Council websites. It was agreed by all that the website would be redesigned, to include all required documentation, and to make access easier across all devices.</p> <p><u>Social Media</u> It was agreed by all that a brief statement be placed on the Parish Council Facebook page stating that messages sent to the Parish Council via social media would not be classed as formal correspondence and that the public should write to or email the Parish Council office.</p> <p><u>Other Matters Discussed</u> included LINK articles, and the need for a blind on the Parish Council office door to enable uninterrupted work sessions.</p>	<p>JM</p> <p>(c) ALL</p> <p>JM</p> <p>JM</p>
<p>434. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove): Nothing to report.</p> <p>435. DEVELOPMENT – CHAL7 (east of Chalgrove): (a) Work continues with the Zebra Crossing. (b) Complaints had been received from the residents of Franklin Close due to the installation of a lamp post on land belonging to the residents. The County Council had been informed as a matter of urgency. (c) The Parish Council await suggested meeting dates with the developer. (d) An adjacent resident to the site had expressed his concern over the height at which the houses were being built and queried whether this was in line with the planning application; the SODC Planning Team and the developer had been asked for their comments.</p>	<p>(c) JM (d) JM</p>
<p>436. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD: Cllr. Pritchard, Turner and Ace had attended the South Oxfordshire in the Dark event.</p> <p>437. FLOOD ALLEVIATION & EMERGENCY PLANNING: <u>Emergency Planning Storage</u> Following assessments of the Recreation Grounds to find an alternative location for the Emergency Supplies container, it was agreed by all to leave all further discussions until a decision is made over the proposed restricted byway.</p> <p><u>Knights Manholes and Frogmore Culverts</u> The Parish Council still await a response from SODC regarding the required work in both areas. The matter is to be escalated to Cllr. Turner.</p> <p><u>Riparian Ownership</u> Details of riparian responsibilities had been featured in the Parish Council newsletter.</p>	<p>DT & JM</p>
<p>438. WORKS & ORDERS: (a) Following review and discussion, 4 new CCTV cameras, at a cost of £1234, were approved in principle. It was suggested that further information be sought on how clear the footage would be.</p>	<p>JM</p>

CORRESPONDENCE: 439. SODC wrote with details of the Great British Spring Clean, running between the 20 th March and the 13 th April. The information had been passed to the Cleaner Chalgrove team. 440. SODC wrote with details of their waste facility tour dates. 441. SODC wrote with details of their charity dinner. 442. The Chalgrove Scouts wrote to ask permission to use Janes Meadow for an event in April/May for 500 Scouts and parents. Due to the lack of parking, it was suggested that they speak to a landowner in Mill Lane regarding the use of his land, and contact details are to be supplied. 443. Community First Oxfordshire wrote with details of their Rural Services Survey. The survey had been completed. 444. St Mary's PCC wrote to thank the Parish Council for the donation of £1400.	JM CN & JM
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445. PLANS (Parish Council decision only):

P20/S0354/PDH	20 Church Lane	Erection of conservatory PERMITTED DEVELOPMENT RIGHTS
P20/S0308/HH	6 Willow Mead	Single storey side extension FULLY SUPPORTS
P20/S0209/HH	35 Langley Road	Formation of habitable rooms in roof space FULLY SUPPORTS
P19/S4578/FUL	Chalgrove Airfield	Extension of existing seat test area FULLY SUPPORTS

446. DECISION NOTICES FROM SODC:

P19/S4491/HH	25 French Laurence Way	Removal of eucalyptus tree GRANTED
P19/S4294/FUL	10 Rupert Close	Extension to front of garages GRANTED

447. POLICE REPORT: No report received.

448. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner reported on waste enforcement events, littering, fly tipping prosecutions, the Environment Agency water consultation, Cornerstone's youth festival, the budget, and the Local Plan.

449. REPORT FROM THE COUNTY COUNCILLOR: No report received as yet.

450. 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:

451. Four cheques had been signed outside of meetings; 006789 - 006792

452. ACCOUNTS SANCTIONED FOR PAYMENT:

006789	C. Burgess – QuickBooks annual fee	£86.40
006790	St Mary's PCC – donation	£1400.00
006791	Chris Lewis Ltd – replacement recorder	£649.20
006792	SSE – electricity supply	£803.71
006797	N. Kerridge – youth work	£468.00
006798	B. Murphy – youth work	£104.00
006799	M. Law – gate caretaking	£100.00
006800	Countryside Est. Services – groundsman, cleaning	£1862.17
006801	Countryside Est. Services – groundsman, cleaning	£1200.00
006802	Countryside Est. Services – groundsman, cleaning	£492.00
006803	K. Burgess – financial assistance	£220.00
006804	Viking – cleaning & office supplies	£168.58
006805	Castle Water – water supply	£13.19
006806	Chalgrove Scouts – donation	£650.00
006807	Mayfield Press – newsletter printing	£321.00
006808	OALC – audit workshop fee	£120.00
006809	FG Alden – boiler repair	£177.68
006810	Talk Talk Business – web hosting	£93.88

006811	Chris Lewis Ltd – CCTV maintenance	£236.40
006812	SODC – dog bin emptying	£414.40

ANY OTHER BUSINESS:	
453. Cllr. Ace enquired about the racking required for the Youth Centre storage room, and further discussions are to take place with the Clerk.	TA & JM
454. Cllr. Waters requested that the Parish Council research green suppliers when choosing the next electricity and gas suppliers.	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.*

<p>455. HR COMMITTEE: There had been no Committee meeting.</p> <p><u>Clerk Performance Review</u> The review was undertaken by Cllrs. Pritchard and Nabb on the 22nd January, and included discussions on key achievements, key strengths, areas for personal development, training/support required, job development, and actions required.</p> <p><u>Countryside Estate Services</u> Groundsman, cleaning, litter picking, and street cleaning costs for the financial year 2020-2021 were reviewed and approved; proposed Cllr. Nabb, seconded Cllr. Pritchard, agreed by all.</p> <p>456. GRASS CUTTING TENDER: The Parish Council discussed and reviewed the quotations for the Recreation Ground grass cutting for financial year 2020-2021. The contract is to be awarded to TLGO, as per the costs discussed, subject to the quality of the work; proposed Cllr. Waters, seconded Cllr. Nixey, agreed by all.</p>	
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Inclusion of the public: *The public were no longer excluded.*

The meeting closed at 9.31pm

Signed: Chairman