

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 10th January 2019.**

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

Apologies Accepted: Cllrs. Reed, Dudley and Ziemelis

Not present: n/a

Members of the public: None

322. The minutes of the meeting held 6th December 2018 were amended, approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Pritchard, agreed by all.

<p>PUBLIC SESSION None. MATTERS ARISING: 323. VANDALISM & ASB: Nothing to report. 324. PARKING ISSUES: <u>Brookside</u> (a) The Parish Council still await SOHA's proposal for the potential new car parking spaces; they are to be chased for a response. (b) There had been no response regarding the 'Residents Only' sign for the current car parking spaces; SOHA are to be chased for a 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; Highways are to be chased again for action of the work required. 325. SALT BINS: Following reports that the salt in the salt bin on Monument Road was unusable, Highways had been asked again to replace the salt and salt bin on Monument Road and the Village Hall car park. There had been no action but had sent correspondence that they would chase their contractor. 326. B480 FOOTPATH CLEARANCE: Following 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 to clear the debris. The Parish Council groundsman is to be asked to clear the debris. 327. 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. 328. JOINT USER AGREEMENT: The agreement had been amended and is to be sent to the Primary School. 329. KEN BATLEY MBE DISPLAY: Framing of the MBE medal and certificate is ongoing. 330. HAZEL & JEFFERIES: Following concerns of the increased level of large Hazel & Jefferies vehicles, contact was made again with the company concerned but no action had been taken. It was clarified that all entrance roads to Chalgrove were subject to a 7.5ton weight limit; the company is to be contacted again and told to ensure that their vehicles do not use Chalgrove roads unless it is for access only. 331. SODC DEEP CLEAN: SODC are to undertake footpath cleaning for four days within February and a list of prioritised streets is to be sent. 332. THAMES TRAVEL T1 BUS SERVICE – MONUMENT ROAD: Concerns had been made</p>	<p>(a) JM (b) JM JM JM JM AP & JM CN & JM JM JM</p>
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regarding the parking of the T1 bus on Monument Road, outside the lay-by due to parked cars. A quotation is to be sought from OCC Highways for the painting of white lines and 'Bus Stop' in the lay-by, and Cllr. Steve Harrod is to be asked for details on how to apply for his grant funding.	JM
333. VILLAGE HALL & PAVILION DEEP CLEAN: Quotations are to be sought for a deep clean of the Village Hall and Pavilion.	JM
334. MATTERS UNRESOLVED: Councillor vacancy, Tuesday Thame bus subsidy, 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.	
335. MATTERS ON HOLD: Community Service street cleaning, Local Council award.	
336. 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.	
<u>CCLA</u> Contact had been made with CCLA and a meeting is to be arranged to discuss the finances.	JM
<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.	JM
<u>Annual Return</u> The required statements had been obtained and sent to Cllr. Reed, but it was noted that the Annual Return had not been completed.	RR
337. FINANCE COMMITTEE: <u>Precept</u> The precept request of £113,300 had been submitted to SODC.	
<u>Internal Controls</u> A Finance Committee meeting is to be arranged to review the Internal Controls and Financial Risk Assessment.	JM
<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 £25 application fee was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.	JM
338. COMMUNICATIONS COMMITTEE: There had been no Committee meeting.	
<u>Newsletter</u> The draft newsletter is to be amended and then sent to print.	JM
<u>LINK Articles</u> The Communications Committee is to discuss the required LINK articles.	JM
339. 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) The Parish Council await quotations for the concrete surface at the entrance to the MUGA.	(a) JM (b) JM
<u>Play Areas</u> The Parish Council await a date for Playdale to repair the wet pour.	JM
<u>Trees</u> (a) The ten free trees are to be cared for by Cllr. Ace and a site meeting will be planned in the future to discuss where they should be planted. (b) The Environment Agency is to be asked for advance permission to plant the trees in Janes Meadow and the Top Rec.	(a) TA (b) JM
340. NEIGHBOURHOOD DEVELOPMENT PLAN: (a) On the 20 th December SODC resolved to make the Chalgrove Neighbourhood Plan so that it continues to be part of the Council's development plan. (b) Congratulations and thanks were given to all who had worked on the Chalgrove NDP over the past four years.	
341. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD: <u>SODC Meeting</u> Cllr. Pritchard and the Clerk attended an SODC Local Plan briefing on the 3 rd January. A printed copy of the Local plan was provided to each Parish or Town Council and various areas of the plan were discussed. SODC are to hold a public drop-in event in the Village Hall on the 7 th February.	

<p><u>SHIELD Meeting</u> Cllr. Nabb attended the SHIELD meeting on the 3rd January. SHIELD are to publish a leaflet on the latest Local Plan consultation, and are to hold two drop-in events in the Village Hall on the 25th and 27th January.</p>	
<p>342. FLOOD ALLEVIATION & EMERGENCY PLANNING:</p>	
<p><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.</p>	BG, TA & JM
<p><u>Edenvale Young Meeting</u> Representatives from the Parish Council, Stadhampton Parish Council, CFAG, and the History Group met with Chris Whitlow, Edenvale Young, to provide evidence of historical flooding to assist with Edenvale's modelling work on behalf of the Environment Agency.</p>	
<p>343. WORKS & ORDERS: Discussions took place regarding the works and orders.</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, updated Jubilee Walk tree plaque.</p>	
<p>CORRESPONDENCE:</p>	
<p>344. Comments were received by Oxfordshire Youth following Chalgrove Youth Club's midnight iceskating trip on the 22nd December. The organiser of the event congratulated the Chalgrove Youth Club members for their excellent behaviour.</p>	
<p>345. The Environment Agency wrote with details of grants available for 'pocket parks'. The information is to be sent to the Primary School.</p>	JM
<p>346. Thames Valley Police had written to request nominations for the Community Policing Awards 2019 in eight categories. It was agreed by all that there had been limited contact with the Police and therefore no nominations could be provided.</p>	
<p>347. A resident of Sixpenny Lane had expressed her concerns over the alleyway between French Laurence and Chapel Lane, stating that there was insufficient lighting and that the surface was damaged, causing a trip hazard, since the barriers had been moved. The alleyway is to be assessed by the Parish Council before any reports are made to the County Council.</p>	TA & JM
<p>348. OALC wrote to advise the Parish Council that the Section 137 limit for the financial year 2019/2020 would be £8.12 per person, an increase from £7.86 for the current financial year.</p>	
<p>349. SODC's Voluntary & Community Sector Forum is to be held on the 13th March. Further details are to be obtained.</p>	JM
<p>350. The Salvation Army wrote to request permission to place a clothing recycling bank on Parish Council Land. The Parish Council refused their request due to the current clothing banks already placed outside two of the village pubs..</p>	
<p>351. Concerns were made over the parking of the Icknield school bus in the mornings on the Brinkinfield Road bend, next to Cinnamon Close, causing other drivers to drive around a blind corner when passing. The bus company are to be informed that the Parish Council have requested white lines on this bend so that they make preparations to park elsewhere.</p>	JM
<p>352. It was reported that the brambles on the land at Hardings were causing problems to those using the adjacent footpath. The agent in charge of selling the land is to be informed and asked to cut back the brambles as a matter of urgency.</p>	JM

353. PLANS (Parish Council decision only):

P18/S3959/HH	120 High Street	Demolition of existing extension, and construction of new single storey extension. APPROVED
P18/S4159/HH	75 High Street	Replacement of rear conservatory with single storey extension, and construction of new extension and garage. APPROVED

354. DECISION NOTICES FROM SODC:

None.

355. MONTHLY POLICE REPORT: No report provided.

356. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner’s full report is available from the Parish Office. The report included the Local Plan consultation, applications for the District Councillor grant, the Chalgrove NDP, and Christmas tree collections.

357. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod’s full report is available from the Parish Office. The report included highlights of the County Council’s achievements during 2018, budget proposals, the Older People’s Strategy for Oxfordshire, Daytime Support Sustainability Grant Awards, road repairs, the Government’s Waste Strategy, and recycling rates.

358. REPORT FROM THE PLAY AREA INSPECTION OFFICERS: The monthly assessment of equipment had been undertaken by Cllrs. Ace and Waters. (a) Repairs are required to the Fitness Equipment. (b) Repairs are required to the wet pour. All other areas are satisfactory.

ACCOUNTS:

359. Six cheques had been signed outside of meetings; 006505-006510.

360. ACCOUNTS SANCTIONED FOR PAYMENT:

006508	M. Burgess – financial assistance	£120.00
006509	P. Hall – groundsman	£884.40
006510	P. Hall – groundsman	£500.00
006513	B. Murphy – youth work	£130.00
006514	N. Kerridge – youth work	£195.00
006515	C. Collins – youth work	£117.00
006516	M. Law – gate caretaking	£100.00
006517	SSE – electricity supply	£582.14
006518	TalkTalk Business – web hosting	£59.20
006519	BT – telephone lines	£216.99
006520	Castle Water – water supply	£88.06
006521	Yorkshire Gas – gas supply	£277.00
006522	Viking Direct – office & cleaning supplies	£100.16
006523	Oxfordshire Youth – Youth Club trip	£90.00
006524	FG Alden – boiler repairs	£132.38

ANY OTHER BUSINESS:

361. Cllr. Nixey requested that the Parish Council agree a formal number of housing on a planning application before the Chalgrove NDP is used within said application’s assessment. It was clarified that SODC’s planning criteria has been used to form the Chalgrove NDP, and that this criteria, including flood risk, will be considered for all planning applications regardless of number.

362. Cllr. Nixey reported that a company’s tractors and trailers had damaged the verges on Mill Lane. The company had been contacted and had agreed to reroute their vehicles.

AP

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:

Village Hall Cleaning tender The position is to be offered out for tender, with an expected start date of the 1st April 2019.

JM

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

DATES:

- 24th January, Planning Committee, 7pm, James Martin Room
- 24th January, Village Hall Committee, 7.15pm, James Martin Room
- 7th February, Finance Committee, 7pm, James Martin Room
- 7th February, Parish Council Meeting, 7.30pm, James Martin Room

The meeting closed at 9.08pm

Signed: Chairman