

## **CHALGROVE PARISH COUNCIL**

**A MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 6<sup>th</sup> July 2017.**

**Present:** Cllr. A. Pritchard, Chairman  
Cllr. J. Nabb, Vice-Chairman  
Cllr. D. Turner, also Dist. Cllr  
Cllr. K. Batley  
Cllr. B. Gray

Cllr. T. Ace  
Cllr. R. Reed  
Cllr. A. Dudley  
Cllr. A. Ziemelis  
Cllr. C. Nixey

**Apologies Accepted:** n/a

**Not present:** n/a

**Members of the public:** 0

99. The minutes of the meeting held 1<sup>st</sup> June 2017 were approved and then signed by the Chairman; proposed Cllr. Dudley, seconded Cllr. Gray, agreed by all.

### **PUBLIC SESSION**

None.

#### **MATTERS ARISING:**

100. COUNCILLOR VACANCY: Following the resignation of Mr. Brian Wilson, the Parish Council had been granted permission to fill the vacancy by co-option. There had been no applicants as yet.

101. DOG MESS: Cleaner Chalgrove reported that Project Pink Poo had taken place in June, over two weekends. It was noted that on the first weekend they picked up 29 poos, 17 of which were on the recreation grounds. The following weekend they picked up 24 poos, all of which were on the recreation grounds. The Parish Council expressed their disappointment that, despite the reminders and the many dog waste bins, some dog walkers were still not picking up after their dog/s.

102. SPEEDING: The SID team had collected the SID from Thames Valley Police but had found it to be faulty, it was therefore returned. Dates are to be scheduled for September.

103. VANDALISM & ASB: (a) A log had been thrown through a window on Chapel Lane on the evening of 16<sup>th</sup> June; a Police report was made by the resident. (b) A fence panel had been vandalised on Chapel Lane on the evening of 24<sup>th</sup> June; a Police report was made by the resident. (c) One of the Jubilee Walk trees had been vandalised on the weekend of the 23<sup>rd</sup> to the 25<sup>th</sup> June; a Police report was made by the Parish Council.

104. CHALGROVE & WATLINGTON'S CHILDREN'S CENTRE – ADMINISTRATION OF PAY: Attempts had been made to schedule a meeting with the C&WCC Management Committee in order to ascertain Chalgrove Parish Council's responsibilities. An email was received from Julie Quarrell, Chalgrove Primary School head teacher, reporting that any mention of the Parish Council would be removed from the contract thus relinquishing the Parish Council of any liability or responsibility, and therefore a meeting was no longer required. The £5000 donation cheque is to be delivered by representatives of the Parish Council, with a photo taken for the LINK.

105. CHAPEL LANE ALLEYWAY RAILINGS: Following the site visit between OCC, Cllr. Turner, and the concerned residents it was agreed that some of the barriers would be reinstated by OCC. It was reported that 4 of the original 6 were now in place. Further complaints had been received regarding the overgrown shrubbery within the alleyway, lack of 'cyclist dismount' signage, and the white painted lines on the ground, all of which had been passed to OCC for comment.

106. COMMUNITY TRANSPORT NETWORK MEETING: Cllr. Dudley had attended the meeting on behalf of the Parish Council and CHATS, and reported on all information received.

JM

AP, DT, JM

<p>107. ABANDONED CAR – BRINKINFIELD ROAD: It was noted that the car had moved but was now back on Brinkinfield Road; it was unknown whether the car was still classed as abandoned. All information is to be passed to Cllr. Turner who will discuss the matter further with SODC.</p>	DT
<p>108. THAMES IN BLOOM 2018: High Street businesses had been contacted in order to ascertain interest in taking part. No responses had been received as yet and it was agreed that a decision would be made at the September meeting.</p>	
<p>109. OALC AGM: Cllr. Pritchard had attended and reported on all information received.</p>	
<p>110. SODC GO ACTIVE THINKING PANEL: Cllr. Pritchard and the Clerk are to attend on the 12<sup>th</sup> July.</p>	AP, JM
<p>111. OVERHANGING SHRUBBERY: (a) Residents adjacent to Parsnips Lane had been asked to cut back their trees and hedgerows. It was noted that some work had taken place. (b) In the absence of a current occupier in Chapel Lane, the agent had been asked to cut back the trees and hedgerows. It was noted that some work had taken place. (c) A resident at Mill Lane had not cut back their hedgerow, causing issues for drivers going over the bridge. The resident reported that the hedgerow was not on their land. Cllr. Ace is to assess, alongside the groundsman, and report back.</p>	TA
<p>112. CHARITIES TRUSTEES: It was requested that a meeting be held urgently to discuss the account and the registration of land. Cllr. Reed is to schedule a meeting within July.</p>	RR
<p>113. CHALGROVE BATTLE GROUP NOTICE BOARDS: The Parish Council had been awaiting further details of the Battle Group’s intentions to erect notice boards. No information had been received, and the matter is to be closed if no contact has been made by the September meeting.</p>	
<p>114. CHAPEL LANE ALLEYWAY SHRUBBERY RESPONSIBILITIES: Keith Stenning, OCC Area Steward, is to be contacted for the relevant information.</p>	
<p>115. MATTERS UNRESOLVED: Application to modify the Definitive Map, Community Assets, broken railing at the High Street, land Registry (Mill Lane allotments &amp; recreation areas), stable planning permissions at Mill Lane, tennis, Laurel hedging at the war memorial.</p>	
<p>116. MATTERS ON HOLD: Future of the Chalgrove Post Office, parked cars outside the Post Office, Community Service street cleaning, Local Council award.</p>	
<p><b>117. FINANCE COMMITTEE:</b> A Committee meeting had been held on the 29<sup>th</sup> June. <u>Election of Committee Chairman</u> Cllr. Nabb had been unanimously re-elected as Committee Chairman; proposed Cllr. Pritchard, seconded Cllr. Gray, agreed by all. <u>Expenditure</u> (a) The Committee had reviewed the actual expenditure for financial year 2016/2017 against the set budget for that period. It was noted that the Parish Council had overspent in three areas; allotments, hirer refunds and legal expenses. (b) The Committee had reviewed the 2017/2018 expenditure to date (April-June) against the set budget for this year. The Clerk reported on areas that she believed would incur an overspend; employment due to sickness leave and sickness cover, pension contributions due to increased rates agreed by OCC, insurances due to the increased valuation of the Village Hall, and the gas supply due to increased rates.</p>	
<p><u>Liabilities</u> The Committee reviewed the liabilities within the Zurich Municipal Insurance Policy, following recommendation by the Internal Auditor. All amounts were discussed and are to remain the same; proposed Cllr. Nabb, seconded Cllr. Batley, agreed by full Council.</p>	
<p><u>Other Matters Discussed</u> (a) It was agreed that a meeting be held with the Financial Assistant to review SAGE. (b) It was requested that the Clerk time how long it takes to produce the financial reports.</p>	(a) AP, JN (b) JM
<p><b>118. VILLAGE HALL COMMITTEE:</b> A Committee meeting had been held on the 19<sup>th</sup> June. <u>Election of Committee Chairman</u> Cllr. Ziemelis had been unanimously elected as Committee Chairman; proposed Cllr. Dudley, seconded Cllr. Pritchard, agreed by all.</p>	
<p><u>Village Hall Kitchen &amp; Toilet Refurbishment Project</u> (a) Further quotations are required in order to proceed with grant funding, current quotations are to be used as a specification.</p>	(a) AZ

<p>(b) The Committee are to bring suggested project names to the next meeting. (c) Letters are to be sent to regular hirers to report that the Parish Council aim to close the Village Hall for the 6 week summer holidays in 2018 to complete the project.</p>	(b) ALL (c) JM
<p><u>Funding</u> Using an approximate project total of £60,000 (a) SODC, Awards For All, and TOE2/WREN are to be contacted to ascertain whether the project fits within their funding specification. (b) Approximate funding request suggestions were SODC £30,000, Awards For All £10,000, TOE2/WREN £10,000, and the Parish Council £10,000.</p>	(a) JM
<p><b>119. RECREATION COMMITTEE:</b> No Committee meeting had been held. <u>Fertilising</u> The Parish Council await fertilising works to take place on the 'top rec' and Janes Meadow.</p>	CN
<p><u>Trees</u> The groundsman had started the tree work approved at the previous meeting.</p>	
<p><u>Memorial Garden</u> (a) A letter had been sent to adjacent residents asking them to report any suspicious activity following the unauthorised use of weed killer. (b) The extra bollard had been installed.</p>	
<p><u>Play Areas</u> (a) Cllr. Pritchard and the Clerk are to undertake a site visit to ascertain what works are required by Playdale. (b) A reminder of the Play Area inspection rota had been distributed.</p>	(a) AP, JM
<p><u>Other Matters Discussed</u> included the upcoming ROSPA inspection.</p>	
<p><b>120. YOUTH CLUB COMMITTEE:</b> A Committee meeting had been held on the 12<sup>th</sup> June.</p>	
<p><u>Youth Club Fun Day</u> (a) It was agreed by the Committee to spend up to £1000 on activities; proposed Cllr. Pritchard, seconded Mrs K. Potter. (b) Invitations are to be sent out to Youth Club members, the general public, and Youth Clubs in surrounding villages.</p>	(a) JM (b) JM
<p><u>Other Matters Discussed</u> including drug and alcohol awareness workshops, DBS forms, fire drill procedures, incident reports, work required, equipment required, and reports from the Youth Workers.</p>	
<p><b>121. COMMUNICATIONS COMMITTEE:</b> No Committee meeting had been held.</p>	
<p><u>Articles</u> The Committee had approved articles for the July LINK edition. Further articles are to be drafted for the August and September editions.</p>	JM
<p><u>Other Matters Discussed</u> included the CHAL7 Planning Appeal press release.</p>	
<p><b>122. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b></p>	
<p><u>Emergency Plan Drop-In Event</u> An event, in order to recruit more street wardens, is scheduled for the 15<sup>th</sup> July. Following the event, the plan is to be revised and redistributed to all Councillors, current Street Wardens and newly recruited Street Wardens.</p>	JM
<p><u>Emergency Planning Storage</u> (a) Quotations for a storage container, and associated base, are to be sought. It was agreed by all that the container would be placed at the end of the public car park (by the School) on the grass. (b) Paint required for donated racking, at a cost of £21.80, was approved; proposed Cllr. Batley, seconded Cllr. Nabb, agreed by all.</p>	(a) JM
<p><b>123. NEIGHBOURHOOD DEVELOPMENT PLAN:</b> Cllr. Nabb reported on the work undertaken by the Committee. (a) An appeal had been lodged by the developers of CHAL7 (east of Chalgrove, behind Monument Road) following the refusal of their application to build 120 homes. Since this refusal, the NDP Committee have moved forward with their plans and the application for 200 homes on the preferred site CHAL1/10/11 (west of Chalgrove, near the Lamb PH) has been approved by SODC. Chalgrove Parish Council and the NDP Committee strongly object to this appeal on CHAL7 and are to respond to the appeal accordingly. (b) The public had been notified of further expected planning applications, namely from developers looking at sites at the top of Monument Road and on Berrick Road. Chalgrove Parish Council and the NDP Committee are to continue objecting to all applications that go outside the preferences of the Neighbourhood Development Plan.</p>	
<p><b>124. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b></p>	
<p><u>HCA</u> (a) It was reported that HCA had cancelled their meeting with the Parish Council, and are to reschedule. Meetings had already taken place between HCA, Watlington Parish Council and Benson Parish Council. (b) It was noted that GVA were no longer working on behalf of</p>	

<p>HCA, with Carter Jonas appointed to take the proposal through the next stages.</p> <p><u>Local Plan</u> (a) 7500 comments had been received from 1400 individuals and businesses during the Local Plan Second Preferred Options consultation. (b) SODC had issued their timetable for the remainder of the Local Plan process, which is to be placed within the public domain.</p> <p><b>125. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p> <p><u>Completed</u> n/a</p> <p><u>Awaiting Completion</u> Fertilising of Janes Meadow and the upper half of the Top Rec, repairs to the Village Hall roof.</p> <p><u>Awaiting Approval</u></p> <p>(a) Repairs to the CCTV recording unit, at a cost of £241 ex VAT, was approved; proposed Cllr. Ace, seconded Cllr. Gray, agreed by all.</p> <p>(b) Extra tree work, at a cost of £375.00, was not approved. Cllr. Ace is to meet with the groundsman initially to clarify what work is required.</p> <p><u>Quotations Required</u> Village Hall kitchen and toilet refurbishment, sandbag storage solution, emergency planning supplies, path repair adjacent to recreation ground, Village Hall roof repair/replacement, Village Hall brickwork repair, Village Hall floor tile repair, Village Hall manhole grip repair, MUGA new carpet, microphone system, 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</u> French drain for flooded footpath next to recreation ground, updated Jubilee Walk tree plaque.</p>	JM
<p><b>CORRESPONDENCE:</b></p> <p>126. <u>The occupier of 16 High Street</u> wrote to report that the hedgerow, blocking the footpath, had been cut back.</p> <p>127. <u>A resident wrote with concerns over the light aircraft</u> doing acrobatics at the Chalgrove Airfield, and over the residential area. Martin Baker Ltd had been asked for comments and provided a detailed response showing that whilst from the ground, dependant upon the viewing angle, it could look as though the aircraft was flying over the village, that was not the case. The Parish Council were offered the opportunity to fly in the aircraft to observe first hand the safety measures taken. Cllrs. Nabb and Ace are to volunteer.</p> <p>128. <u>A High Street resident wrote regarding traffic calming and speed control</u>, due to perceived increased speeding along the High Street. (a) A LINK article is to be drafted showing the results of the fortnightly SID tests done by the Parish Council at various points around the village. (b) Cllr. Turner is to obtain quotations for a mobile speed checker.</p> <p>129. <u>Mr. Derek Lester, Chalgrove Battle Group</u>, wrote to request the Parish Council's support in asking the Battlefield's Trust to review their interpretation of the Battle of Chalgrove. Further clarification had been requested.</p> <p>130. <u>Jennings wrote to invite the Parish Council</u> to their summer BBQ on the 16<sup>th</sup> August.</p> <p>131. <u>Mr. John Steel-Clark, Chalgrove Local History Group</u>, wrote with valued information regarding historical names for the fields to the west of Chalgrove, for the purposes of naming streets on the approved development at CHAL1/10/11.</p> <p>132. <u>Chalgrove Scouts wrote to invite the Parish Council</u> to their AGM on the 20<sup>th</sup> July.</p> <p>133. <u>SODC had written to invite the Parish Council</u> to their Town and Parish Forum on the 5<sup>th</sup> July. The event was attended by Cllr. Pritchard and the Clerk where discussions and presentations were held regarding the Local plan, SODC grants, and unitary councils.</p>	JN, TA  (a) JM (b) DT
<p>134. <u>A Farm Close resident wrote to request a small public meeting</u> to discuss the Planning Appeal at CHAL7. A meeting is to be arranged.</p> <p>135. <u>SODC wrote to inform the Parish Council</u> of the resignation of David Hill, Chief Executive. Mark Stone had been appointed as Acting Chief Executive whilst the Council finds a permanent replacement.</p> <p>136. <u>Concerns had been raised over the future of The Acreage</u> following meetings between</p>	AP

SOHA and the tenants. Cllr. Turner is to request further details.	DT
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**137. PLANS** (Parish Council decision only):

None

**138. DECISION NOTICES FROM SODC:**

P17/S1616/HH

16 Sixpenny Lane

First floor extension over existing garage

GRANTED

<b>139. MONTHLY POLICE REPORT:</b> None	
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**140. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner provided a report which commented on (a) David Hill's resignation as Chief Executive (b) the recovery of £1.6million in unpaid council tax (c) the proposed delivery plan for the Didcot Garden Town (d) a Didcot kebab takeaway fined after rats were found in the food storage area (e) the Local Plan and (f) the Councillor Grant Scheme.

**141. REPORT FROM THE COUNTY COUNCILLOR:** No report had been received.

**142. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** (a) The monthly assessment of equipment had been undertaken. All areas are satisfactory. (b) Cllrs. Pritchard and the Clerk are to ascertain what works are required by Playdale.

**ACCOUNTS:**

143. Three cheques had been signed outside of meetings; 006095 - 006097

**144. ACCOUNTS SANCTIONED FOR PAYMENT:**

006095	S. Murray – piano tuning	£56.00
006096	Yorkshire Gas & Power – gas supply	£277.00
006097	L. Nagy – Village Hall cleaning	£577.50
006105	N. Kerridge – youth work	£390.00
006106	B. Murphy – youth work	£104.00
006107	M. Law – gate caretaking	£80.00
006108	P. Hall – groundsman	£1000.00
006109	P. Hall – groundsman	£913.13
006110	T. Fisher – financial assistance & internal audit	£287.50
006111	AssistUK – financial assistance	£132.00
006112	A. Pritchard – expenses	£32.60
006114	Viking Direct – tea party & office supplies	£125.04
006115	BCB – grass cutting	£375.70
006116	SAGE – instant payroll software	£216.00
006117	TalkTalk Business – web hosting	£128.60
006118	Yorkshire Gas & Power – gas supply	£277.00
006119	BT – telephones	£340.04

<b>ANY OTHER BUSINESS:</b> 145. Cllr. Nabb queried the road surface at Mill Lane. It was reported that the defects were due to the hot weather.	
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**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.*

<b>146. HR COMMITTEE:</b> <u>Village Hall Cleaner</u> Discussions took place regarding sickness cover for the Village Hall cleaning. <u>Office Closure</u> The office is to be closed for 2 weeks in August, commencing the 14 <sup>th</sup> , to accommodate the Clerk's annual leave.	
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**Inclusion of the public:** *The public were no longer excluded.*

**DATES:**

20<sup>th</sup> July, Planning Committee, 6.45pm, James Martin Room

20<sup>th</sup> July, Recreation Committee, 7.30pm, James Martin Room

3<sup>rd</sup> August, cheque signing and Planning Committee

7<sup>th</sup> September, Chalgrove Parish Council Meeting, 7.30pm, James Martin Room

The meeting closed at 9.40

Signed: ..... Chairman