

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 4th July 2019.**

Present:

Cllr. A. Pritchard, Chair	Cllr. A. Dudley
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	Cllr. D. Fisher
Cllr. R. Reed	

Apologies Accepted: n/a

Not present: n/a

Members of the public: 2

90. The minutes of the meeting held 6th June 2019 were amended, approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Dudley, agreed by all.

PUBLIC SESSION

91. Mr. Daubney spoke about his concerns surrounding the development to the west of Chalgrove and the impact of on-street parking to the residents of Marley Lane. A meeting is to be arranged between Bovis Homes and the Marley Lane residents.

JM

92. Mr. Knight spoke about his application to modify the definitive map and requested that the April minutes be amended in order to reflect the difference between the topic's background and the discussion at the meeting. The minutes are to be amended; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.

AP & JM

93. Mr Knight discussed the Parish Council's response to the County Council's draft determination report and offered to show the Parish Council some of the historical information.

MATTERS ARISING:

94. VANDALISM & ASB: (a) There had been no reports of antisocial behaviour or vandalism. (b) The owner of the vandalised tree on the Jubilee Walk is to be ascertained, and the tree will be replaced in Autumn.

TA & JM

95. PARKING ISSUES:

Brookside (a) A letter is to be distributed to all residents asking them to park considerately, not to park on the pavement, and providing information on how to apply for planning permission to create a driveway. (b) A letter had been sent to SOHA asking them to assist those tenants that require driveways and to request that they remind tenants to use their existing driveways for their correct purpose. Mr. Richard Barber, SOHA, had responded to say that they will discuss the matter directly with their tenants. (c) Despite the 'Residents Parking Only' signage within the SOHA maintained parking area, a resident had reported that several cars from the residential care-home park there daily. Enquiries are to be made to see if they have a current parking agreement with SOHA and, if not, they are to be asked to park on their own property. There had been no response.

(a) PW & JM

(c) JM

96. OVERGROWN HEDGEROW – BERRICK ROAD: The overgrown hedgerow had been reported to Highways due to the dense foliage hanging over the road. No work had been undertaken and Highways are to be chased again for action. Thames Valley Police are also to be made aware of the danger to drivers using this road.

JM

97. JOINT USER AGREEMENT: Cllrs. Pritchard and Turner are to attend a meeting with the Headteacher on the 10th July at the Primary School, to discuss the amendments required within the Joint User Agreement following the school's academy status.

AP & DT

98. MEMORIAL GARDEN: (a) Cllr. Ace reported on the work undertaken to re-seed the Memorial Garden grass. (b) The right-hand side bench will be repaired when the surrounding grass has grown sufficiently. (c) The existing bench plaques had been

(c) AP

measured so that further plaques can be ordered.	
99. SPEED INDICATION DEVICE: It had been suggested, due to CIL monies being received, that the Parish Council proceed with the purchase of the SID and 4 location poles. (a) Further quotations are to be obtained. (b) Crowmarsh Parish Council are to be contacted for comments regarding their installed SID. (c) Highways are to be asked to look again at the 4 approved locations following the approval of planning to the east and west of the village.	(a) JM (b) JM (c) JM
100. VILLAGE HALL STORAGE PROJECT: The majority of the work to both the James Martin Room and Entrance Foyer had been completed. Painting is to be undertaken in both areas.	JM
101. FINANCE COMMITTEE: The Annual Return and other required paperwork had been sent to Moore Stephens, the external auditor.	
102. MILL LANE ALLOTMENT SITE WATER BILL DISPUTE: (a) The £772.05 bill had been paid due to demand letters and threats of disconnection, but it had been made clear to Castle Water that the bill was disputed. (b) Castle Water had been asked to arrange an inspection of the meter and the allotment site manager had reported that the meter had been zeroed. The Parish Council await further communication from Castle Water.	(b) JM
103. FOOTPATH INSPECTIONS: Log sheets and letters were distributed. All footpath inspections are to be completed before the September meeting.	ALL
104. 20MPH SPEED LIMIT: (a) Following a request from a resident to reduce the speed limit to 20mph throughout the village, it had been clarified that Highways would need to complete a speed survey, at a cost of approximately £100, to determine the need for a speed reduction. The exact cost is to be determined. (b) Cllr. Turner is to raise the matter at the next NAG meeting.	(a) JM (b) DT
105. OVERGROWN SHRUBBERY BEHIND LANGLEY ROAD: Following reports of overgrown shrubbery which residents were unable to cut back, the Parish Council awaits a response from the Environment Agency as to whether they could assist with the clearance. Discussions are to take place regarding the organisation of a working party if required.	JM
106. OCC TRAFFIC SENSITIVE STREETS CONSULTATION: The consultation had been completed.	
107. CLIMATE CHANGE COMMITTEE: A meeting is to be held with Cllr. Chainey, Watlington Parish Council, in the first instance.	JN
108. OALC AGM: Cllrs. Pritchard and Fisher attended the AGM on the 1 st July and reported on the election of the committee and the NALC speaker.	
109. STANDING ORDERS: The Standing Orders are to be reviewed.	
110. ROLES & RESPONSIBILITIES: A workshop is to be held, led by the Clerk, giving an overview of the responsibilities of the Parish Council and individual Councillors.	JM
111. SKATEPARK: (a) It had been suggested that the artwork be re-sprayed on the Skatepark, possibly by way of an art competition. Further discussions are to take place at a Recreation Committee meeting. (b) It was noted that the Skatepark surface requires remedial work and quotations are to be sought.	(a) TA & JM (b) JM
112. MATTERS UNRESOLVED: Removal of Methodist Church signage, removal of salt bins, repair/replacement of Village Hall car park bollards, French Laurence/Chapel Lane alleyway, Icknield School Bus parking on Brinkinfield Road, Tuesday Thame bus subsidy, 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.	
113. MATTERS ON HOLD: Fish & Chip van noise complaint, Community Service street cleaning, Local Council award.	
114. VILLAGE HALL OPEN DAY: (a) It had been suggested that the Parish Council hold a public open day following the Village Hall refurbishments. It was agreed to hold an open day on Sunday 8 th September. The cost of tea, coffee, and cake are to be added to the Project ViKToR costs. (b) It was agreed by all that 'Climate Change' be the theme of the Ken Batley Poetry Competition for Juniors 2019, and that the winners be announced at the Village Hall open day.	
115. APPLICATION FOR THE MODIFICATION OF THE DEFINITIVE MAP: The	

<p>Parish Council's formal objection to the draft determination report had been submitted on the 17th May. The report had been sent to the OCC Legal Services Team for determination. (b) Mr. Matthew Knight had disputed the wording in the minutes relating to this item and, following discussion (<i>agenda item 92</i>), it was agreed that the minutes be amended.</p> <p>116. CHALGROVE PUBLIC PURPOSES CHARITY (COIF): There had been no trustee meeting.</p> <p><u>Annual Return</u> It was agreed that the Clerk has the authority to submit annual returns on behalf of the Trustees; proposed Cllr. Nabb, seconded Cllr. Reed, agreed by all. The outstanding annual returns are to be submitted.</p> <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 has been advised that the annual returns are completed before contacting Land Registry.</p> <p>117. COMMUNICATIONS COMMITTEE: There had been no Committee meeting. (a) Discussions took place regarding LINK articles and the need for a meeting to discuss the next newsletter. (b) Cllr. Nabb and the Clerk are to receive a demo from Watlington Parish Council on their new website.</p> <p>118. PROJECT VIKTOR: A Village Hall Committee meeting had been held on the 20th June; minutes are available from the Parish Council office. Matters discussed included colour schemes and placement of new products.</p> <p>119. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove): <u>Bovis Homes</u> had held a public exhibition on the 13th June to show their intentions for the site to the west of the village. 136 people had attended. <u>Brook Safety</u> Cllr. Reed suggested that bushes be planted next to the brook line for safety reasons. It was agreed by the rest of the Council that this was not required.</p> <p>120. DEVELOPMENT – CHAL7 (east of Chalgrove): A meeting is to be arranged with Miller Homes in order to obtain an update on the development.</p> <p>121. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD: (a) SODC discussions regarding the future of the Local Plan are ongoing. (b) A letter to all new SODC Councillors had been sent reminding them of the situation in Chalgrove.</p> <p>122. FLOOD ALLEVIATION & EMERGENCY PLANNING: <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> <p><u>Multi-Agency Meeting</u> All agencies are to be invited to a meeting.</p> <p><u>Frogmore Ditch</u> A meeting is to be held with SODC representatives on the 11th July to discuss the works promised by Monson for many years to clear the culvert running from the church to the Frogmore Ditch, along Knight land, along with the clearance of the overflow pipes within the Frogmore Ditch to take flood water back into the back brook.</p> <p>123. WORKS & ORDERS: Discussions took place regarding the works and orders. <u>Works/Orders Requiring Approval:</u> (a) A replacement CCTV hard drive, at a cost of £541.00 ex VAT, was not approved. Specifications are to be sent to Councillors to review in the first instance. It was noted that without the replacement hard drive the CCTV would not record. <u>Completed:</u> Pavilion plumbing repairs. <u>Awaiting completion:</u> Project ViKToR, Village Hall storage, bench repair in the Memorial Garden, salt bin removal, fitness equipment parts, outdoor tap at the Pavilion, periodic testing (electrics), pothole repairs at The Green, filling in of hole left by a bollard in the Crown bus stop, replacement emergency door within the Village Hall. <u>Funded Projects (awaiting funding):</u> New surface at the MUGA, defib and locked cabinet. <u>Quotations required:</u> 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,</p>	<p>AP & JM</p> <p>JM</p> <p>JM</p> <p>(b) JN & JM</p> <p>JM</p> <p>JM</p> <p>TA & JM</p> <p>JM ALL</p> <p>AZ</p>
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<p>Post Office public notice board, High Street bus stop map etching. <u>On hold for further discussion:</u> Village Hall air conditioning repair/replacement, concrete bases, storage container, emergency planning supplies, Updated Jubilee Walk tree plaque.</p> <p>CORRESPONDENCE:</p> <p>124. Community First Oxfordshire wrote to invite the Parish Council to their AGM on the 19th July, along with an informal workshop on community voices and social action. Cllrs. Nabb and Dudley are to attend.</p> <p>125. The Chalgrove Festival Committee wrote regarding the possible change to the bank holiday in 2020, and queried whether the Parish Council would support the festival being held on a Friday if required. It was agreed that full support would be given.</p> <p>126. Queries had been made regarding the recycling of crisp packets and whether a crisp recycling box could be made available within the Parish Council office. Terracycle had been contacted for more information.</p> <p>127. Oxfordshire Association for the Blind wrote to request a donation. A donation of £30 was approved; proposed Cllr. Pritchard, seconded Cllr. Turner, agreed by all.</p> <p>128. SODCs Go Active team wrote to announce that Walking Netball would start at the Chalgrove Village Hall on the 11th September.</p> <p>129. A Monument Road resident wrote regarding the wrecked remains of a seat behind the Monument Road bus stop, creating an eyesore. It was agreed by all that the seating structure be removed.</p> <p>130. Jennings wrote to invite the Parish Council to their summer BBQ on the 14th August.</p> <p>131. A Chapel Lane resident wrote to ask that the Parish Council appeal for a pre-school nursery within the village. It had been explained to the resident that such organisations are privately owned and therefore not within the Council's remit. The school is to be contacted for their comments.</p> <p>132. A Chapel Lane resident spoke of her concerns having to cross the B480 with children in order to get to the pre-school nursery on the business park and requested that the Parish Council look into road crossing options for the B480. It was explained to the resident that such options would be dealt with by OCC Highways and that it was not on their work list at present. Enquiries are to be made with the nursery on the business park to see if they could offer transportation from the village.</p> <p>133. Chalgrove Primary School wrote to request that the Parish Council create a clearly marked pedestrian walkway within the public car park next to the school, following their health and safety audit. It was felt that further discussions with the school are required.</p> <p>134. Following a dispute between a Mill Lane allotment tenant and an adjacent landowner, Cllrs. Pritchard and Ace are to meet to discuss the matter further.</p> <p>135. St Mary's PCC wrote to invite the Parish Council to an event at the church on the 21st July, where they wished to thank all who had contributed to the church during the last year. It was also noted that they hoped to welcome the new vicar, Rev. Michael Lakey, on the 1st August.</p> <p>136. Benson Library wrote to request a donation. It was agreed by the majority, following a vote, that no donation would be given at this time.</p>	<p>JN & AD</p> <p>JM</p> <p>JM</p> <p>ALL</p> <p>JM</p> <p>JM</p> <p>AP & JM AP & TA</p> <p>ALL</p>
<p>137. PLANS (Parish Council decision only): P19/S1869/O Land adjacent to 31 Mill Lane</p> <p>138. DECISION NOTICES FROM SODC: P18/S3087/FUL Land adjacent to 1 Mill Lane P19/S0824/HH 2 Millers Close</p> <p>P19/S0766/HH 59 Brinkinfield Road</p>	<p>Erection of 5 new dwellings. OBJECTION.</p> <p>Erection of 2 new dwellings. WITHDRAWN Two storey side and rear extension, and single storey rear extension. GRANTED. Single storey rear extension. GRANTED.</p>
<p>139. POLICE REPORT: The Thames Valley Police Action Day had taken place on the 22nd June and Parish Councillors and volunteers had assisted with the event. Feedback from the event showed that the crime prevention pack, which had been posted through letterboxes, contained 18 pieces of paper and was too much to read through. Cllr. Turner is to pass on the feedback at the next NAG meeting.</p>	<p>DT</p>

140. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner’s full report is available from the Parish Office. The report included information on the Local Plan 2034, anti-idling campaigns, the South East Transport Consultation, and missed bin collections.

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

142. 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:

143. No cheques had been signed outside of meetings.

144. ACCOUNTS SANCTIONED FOR PAYMENT:

006651	N. Kerridge – youth work	£468.00
006652	N. Murphy – youth work	£104.00
006653	M. Law – youth work	£80.00
006654	M. Burgess – financial assistance	£66.00
006655	Countryside Estate Services – groundsman	£1853.29
006656	Countryside Estate Services – Village Hall cleaning	£915.00
006657	MK Watts – grass cutting	£468.00
006658	Yorkshire Gas & Power – gas supply	£375.00
006659	BT – telephone lines	£218.21
006660	Castle Water – water supply	£62.47
006661	TalkTalk Business – web hosting	£211.56
006662	Clean Slate – donation	£25.00
006663	First Steps Hub – donation	£5000.00
006664	SODC – uncontested election fee	£100.00
006665	Sage Ltd – instant payroll	£234.00
006666	Viking Direct – office & cleaning supplies	£79.61
006667	Playdale Ltd – previously unpaid VAT	£128.46

ANY OTHER BUSINESS:

145. Cllr. Turner reported that the revised 11 (formally T1) bus timetable would be published in the LINK magazine.

146. Cllr. Turner noted that the school hedges and trees needing cutting back. The school is to be informed.

147. Cllr. Reed noted that there had been no work undertaken by OCC on the recreation ground bridge, despite concerns. OCC are to be contacted again for their comments.

148. Cllr. Reed reminded a riparian landowner that they were required to re-build their section of the brook.

149. Cllr. Reed reported that Janes Meadow was full of clover. The matter is to be discussed further by the Recreation Committee.

150. Cllr. Reed requested that the Parish Council obtain details of ownership for the land surrounding the High Street bus stop, next to Parsnips Lane, due to a resident fencing off the grass area.

151. Cllr. Ziemelis discussed the Crown Public House, which is currently up for sale by the brewery. It was agreed by all that the public be consulted to ascertain whether they would support a community pub.

152. Cllr. Dudley requested that the football nets be moved so that walkers could access the fruitful hedging, and so that the grass could be cut underneath.

JM

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TA & JM

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The meeting closed at 9.43pm

Signed: Chairman