

## **CHALGROVE PARISH COUNCIL**

**A MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 4<sup>th</sup> June 2015.**

**Present:** Cllr. A. Pritchard, Chairman  
Cllr. R. Reed, Vice-Chairman  
Cllr. K. Batley  
Cllr. B. Gray  
Cllr. T. Ace  
Cllr. P. Collins  
Cllr. J. Nabb  
Cllr. A. Dudley  
Cllr. B. Wilson

**Apologies Accepted:** Cllrs. Turner & Maton, Thames Valley Police, County Cllr. Harrod.

**Not present:** n/a

**Members of the public:** 1

**Police:** 0

51. The minutes of the meeting held 7<sup>th</sup> May 2015 were amended, approved and then signed by the Chairman; proposed Cllr. Reed, seconded Cllr. Ace, agreed by all.

<b>PUBLIC SESSION</b>	
None	.
<b>MATTERS ARISING:</b>	
52. SPEEDING: (a) Councillors, volunteers and PCSO. James Hopkin are to use the Speed Indication Device (SID) in Chalgrove during July. (b) Cllrs. Turner and Nabb to visit Garsington to look at their SID.	(b) DT & JN
53. VANDALISM & ASB: (a) No further evidence had been found regarding the vandalised matting in the 8+ play area. Quotations are to be obtained for its repair. (b) The Mill Lane allotment site had been the subject of theft, with several sheds broken into and items stolen. A Police report had been made. (c) It was noted that the Chalgrove Cricket Team pavilion had been broken into. (d) The litter in the village had increased and an article is to be placed within the LINK.	(d) JD
54. GUIDES LAND AT HARDINGS: SODCs Planning Office had been made aware of the lack of maintenance, contravening the terms of the Chalgrove Guide's planning application approval. The Parish Council await comments from SODC before further contacting Ms Maggie Dawson, Guides Commissioner.	
55. CHALGROVE POST OFFICE: No further correspondence had been received from either the Post Office Ltd. or Chalgrove Post Office.	
56. CHALGROVE BAND EQUIPMENT: The Band Committee had been chased for a list of equipment for audit purposes. Mr. Ash had written to state that some equipment was out on loan, and that the Committee will get a list together in due course.	
57. MILL LANE STABLES: Following concerns that stables on Mill Lane were erected without planning permission, Ms. Clare Merrit of the SODC Planning team had been chased for her comments and had responded to report that the site is complex and needs to be looked into further. The Parish Council await the final report.	
58. STREET CLEANING: Following a suggestion that Community Service offenders be asked to participate in a community street clean, correspondence had been received to say that there were no spaces for that type of work this calendar year.	
59. TENNIS: (a) It was agreed that the Clerk would organise a meeting with those who had expressed an interest in forming a Tennis Club, with the purpose of introducing them to one another and discussing the facility. The Parish Council would not be involved in the running of the Tennis Club. (b) The tennis nets are to be inspected as soon as possible.	(a) JD (b) AP & TA
60. BARONSHURST OIL TANKS: The large, 30000 litre, underground tank had been assessed by various residents of Baronshurst Drive and Chibnall Close. Approx. 500 litres of fuel was located inside the tanks and was tested for contamination of which there was none.	

Extensive enquiries had been made to ascertain ownership of the tank, but remains unknown. It was noted that the residents would empty the tank and there is a possibility that the immediate neighbour would claim ownership.	
61. WAR MEMORIAL ASSESSMENT & GRANT: The Chalgrove British Legion are to be contacted in order to ascertain which companies are able to assess war memorials.	JD
62. MILL LANE VERGES: Following an initiative in Berrick and Roke, whereby their Parish Council organised for top soil, grass seed and wooden posts to be delivered for residents to rebuild the verges, residents of Mill Lane had queried whether the Chalgrove Parish Council would undertake the same project. Permission had been requested from Highways, but no response received as yet and a quotation from Grundons had been received, at a cost of £650 for the required top soil. It was agreed by all that the Parish Council would not undertake the same project, but would write to Highways and the Solar Farm developers to ensure that the verges be reinstated properly.	JD
63. FOOTPATHS: (a) The hole in the High Street footpath, near the Rupert Close steps, is to be reported again to OCC and Highways. (b) A large footpath hole was reported opposite 116 High Street and is to be reported to OCC.	(a) JD (b) JD
64. CAR PARK NEXT TO CROWN P.H.: The Clerk had spoken to Mr. Steve Bush who understood that the car park was public. He was happy for the signage to be removed or painted over. It was agreed by all that Cllr. Wilson paint out the 'for patrons only' wording on the signage.	BW
65. B480 CLOSURE: The road had been re-opened. Discussions are to be held with Highways and Thames Water to alert them to the fact that neither the Parish Council, nor the First Responders, were made aware of the closure, despite information being fed continuously to Cuxham and Watlington.	JD
66. DRAINAGE: (a) The blocked drain at the corner of Baronhurst and High Street had been reported again. The matter is to be discussed with Cllr. Harrod due to the length of time the drain has been blocked.	JD
67. STREET LIGHTS: (a) Chapel Lane lights had been repaired. (b) Dayburners on Brookside had been reported. The Clerk reminded the Parish Council that dayburners do not get repaired as quickly as the cost to OCC is minimal.	
68. B480 VERGES: The lack of visibility for drivers had been reported and OCC had cut back the verge.	
69. MATTERS UNRESOLVED: Local Council Award, Mill Lane road sign, Berrick Road flooding report, Energy audit, Baronshurst Drive oil tanks.	
70. MATTERS ON HOLD: The Green land ownership, clearance of footpaths 5&6, parked cars outside the Post Office.	
<b>71. REGISTER OF INTERESTS &amp; ELECTION EXPENSES:</b> All Councillors had submitted their Register of Interest and Election Expense paperwork. The Clerk is to return all forms to the Monitoring Officer at SODC.	
<b>72. NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE:</b> Cllr. Nabb had provided an update on the work completed by the NDP Committee. A public meeting is to be held on the 7 <sup>th</sup> June to show the shortlist of sites. The public will have an opportunity to identify their preference and to make comments.	
<b>73. FINANCE COMMITTEE:</b> Finance Committee meeting had been cancelled due to a variance in the accounts and the limited number of Councillors able to attend. The accounts will be audited and then reviewed by the Finance Committee on the 25 <sup>th</sup> June.	
<b>74. COMMUNICATION COMMITTEE:</b> In Cllr. Maton's absence, the Clerk presented the draft newsletter, which was approved by all. The cost of printing, at a maximum cost of £240 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.	
<b>75. RECREATION COMMITTEE:</b> A Committee meeting had taken place on the 23 <sup>rd</sup> May, with representatives of Cavaliers Football Club in attendance, and the minutes are available from the Parish Council Office.	
<u>Cavaliers Football Club</u> (a) Repairs and the application of fertiliser to the top rec' pitch at the Cavaliers' own cost, were approved. Signage is to be erected before fertilising, and a barrier	

<p>is to be constructed to protect the area. (b) The Cavaliers are to meet with IOG to assess all pitches and obtain their advice. (c) Permission was given for the Cavaliers junior team to use Janes Meadow during the coming season; subject to the two pitches being used alternately, and continual assessment by the Recreation Committee. (d) Re-marking of pitches was approved; subject to the proviso that no creosote be used.</p>	
<p><u>Janes Meadow Fertiliser</u> It was agreed by all that fertilising works be undertaken in Autumn. Quotes are to be obtained.</p>	
<p><u>Graham Smith Bench</u> It was agreed by all that a bench be sited on Janes Meadow in memory of the late Mr. Graham Smith, at the family's own cost. A quotation is to be obtained, approved by the family in writing, and a site meeting is to take place with all parties to approve the location.</p>	JD JD
<p><u>Recreation Gate Padlock</u> A new padlock, at the cost of £60, was approved; proposed Cllr. Nabb, seconded Cllr. Batley, agreed by all.</p>	TA
<p><b>76. VILLAGE HALL COMMITTEE:</b> A Committee meeting had taken place on the 2<sup>nd</sup> June, and the minutes are available to view at the Parish Council office.</p>	
<p><u>Committee Chairman</u> Cllr. Maton had been unanimously re-elected as committee Chairman; proposed Cllr. Reed, seconded Cllr. Pritchard, agreed by the Committee.</p>	
<p><u>Pavilion Cleaner Vacancy</u> Following the resignation of the Pavilion caretaker/Cleaner, the Committee had reviewed the job description which is to be further reviewed by the HR Committee.</p>	
<p><u>Other matters discussed</u> included the Pavilion Playgroup, Fire Safety inspections, works required to the Pavilion showers, guttering repairs, air conditioning maintenance, Village Hall roof replacement, Village Hall toilet and kitchen refurbishment, replacement boiler enquiries, Village Hall floor repairs, bollards, and exterior weeding and power washing.</p>	
<p><b>77. WORKS &amp; ORDERS:</b> The Clerk discussed the works and orders requiring approval.</p>	
<p><u>Completed</u> Play area gate repairs.</p>	
<p><u>Awaiting Completion</u> Assessment of Willow trees outside 39-55 High Street, Youth Centre tap repair, guttering repairs, bus shelter painting.</p>	
<p><u>Awaiting Approval</u> (a) Tree and hedgerow maintenance on Monument Road, at a cost of £200, was approved; proposed Cllr. Wilson, seconded Cllr. Ace, agreed by all.</p>	
<p><u>Quotations Required</u> Pavilion shower works, air conditioning maintenance, signage, brickwork repair, floor stripping &amp; tile repair, drain cover grip repair, roof replacement.</p>	
<p><u>On Hold</u> Jubilee Walk tree replacement, Village Hall toilet &amp; kitchen refurbishment, Village Hall storage extensions, Village Hall roof replacement, Village Hall car park CCTV, grasscrete &amp; footpath repair, MUGA lights,</p>	
<p><b>CORRESPONDENCE:</b></p>	
<p>78. <u>Ms. Jackie Edwards, CHATS</u>, wrote to thank the Parish Council for the £50 Crookston Shield donation.</p>	
<p>79. <u>RoSPA Play Safety Team</u> wrote to advise that the annual inspection will take place in July.</p>	
<p>80. <u>Pavilion Pre-School Playgroup</u> had written to give notice to terminate their rental agreement at the Chalgrove Village Hall.</p>	
<p>81. <u>South Oxfordshire Food &amp; Education Alliance</u> wrote to request a donation. The Parish Council agreed not to give a donation at this time.</p>	

**82. PLANS** (Parish Council decision only):

At a Planning Committee meeting held 28<sup>th</sup> May (a) Cllr. Pritchard had been unanimously re-elected as Committee Chairman; proposed Cllr. Reed, seconded Cllr. Gray, agreed by all. (b) Members of CFAG had given a presentation detailing their expertise in discussing Chalgrove watercourses and flooding issues. It was stated that CFAG will oppose any planning application if they are in areas known to flood.

P15/S1532/HH	7 Cinnamon Close	Extensions and alterations to existing bungalow. APPROVED
P15/S1564/HH	3 The Rickyard	Single storey and infill two storey extension. APPROVED with comments

**83. DECISION NOTICES FROM SODC:**

P15/S0867/FUL	Land adjacent to 63 High Street	Erection of two detached dwellings. GRANTED
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<p><b>84. MONTHLY POLICE REPORT:</b> Thames Valley Police had provided a report:  <u>Calls</u> 14 calls had been received from the Chalgrove area during the month of May; relating to 5 miscellaneous calls (non urgent, such as broken down vehicles or door to door sellers), 3 reporting suspicious behaviour, 2 fears for welfare, 3 traffic reports and 1 antisocial behaviour report.  <u>Crime</u> There had been 4 reported crimes from the Chalgrove area in May; 1 theft from a vehicle, and 3 non-dwelling burglaries.</p>	
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**85. REPORT FROM THE DISTRICT COUNCILLOR:** In Cllr. Turner’s absence, the Clerk gave his report which included: (a) SODC election results (b) meeting venues (c) SODC’s move to Milton Park (d) garden waste discounts (e) Volunteers’ Week recruitment fair (f) bus services.

**86. REPORT FROM THE COUNTY COUNCILLOR:** Cllr. Harrod was not in attendance and no report had been received.

**87. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** The assessment for May had been undertaken by Cllrs. Pritchard and Ace and the report held within the Parish Council office. (a) Playdale are to be chased for their report following an on-site assessment, in particular the crumbling wetpour. (b) Cavalier’s goal posts had been chained to the MUGA without permission (c) Play Area gates require adjustment. (d) Skate park gates require adjustment. (e) Tennis nets require adjustment and the surface requires sweeping (g) Bolt covers are required for most pieces of the fitness equipment. (h) MUGA surface requires sweeping.

**ACCOUNTS:**

88. No cheques had been signed outside of meetings.

**89. ACCOUNTS SANCTIONED FOR PAYMENT:**

005421	Assist UK Ltd – financial assistance	£270.00
005422	D. Mepham – gate caretaker	£80.00
005423	P. Hall – groundsman	£800.00
005424	P. Hall – groundsman	£468.95
005425	Total Gas & Power – gas supply	£298.73
005426	GoRide CIC – bus subsidy	£110.63
005427	Block9 Display – NDP printing	£72.00
005428	SODC – RATES	£472.00
005429	Wickstead Leisure Ltd – gate buffers & fixings	£117.00
005430	Fire Safety Services – fire extinguisher service	£383.84
005431	Fire Safety Services – alarms & lighting service	£361.54
005432	A. Pritchard – expenses	£17.06
005433	Zurich – insurance	£4238.72
005434	N. Kerridge – youth work	£390.00
005435	B. Murphy – youth work	£78.00

<p><b>ANY OTHER BUSINESS</b></p> <p>90. Cllr. Collins requested that the School be asked to cut back their trees adjacent to the car park and footpath.</p> <p>91. Cllr. Dudley reported that vehicles parked on the footpath of Chapel Lane had damaged the footpath. It was noted that the footpath was in disrepair, and that the matter had previously been reported to OCC, but it was felt that the cars were parking on the Highways rather than the footpath.</p> <p>92. Cllr. Wilson requested that a resident on the High Street be asked to cut back their hedgerows.</p> <p>93. Cllr. Dudley queried whether she could cut back the brambles on the Guides land at Hardings. It was felt that yes she could, but that the Guides must maintain the land accordingly.</p>	<p>JD</p> <p>JD AD</p>
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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>94. CHALGROVE PARISH COUNCIL Vs KNIGHTS LEGAL CASE:</b> Ms. Cathy Earle had provided a report which spoke of agreed witness statements and the next steps before the tribunal.	
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**Inclusion of the public:** *The public were no longer excluded.*

**DATES:**

- 11<sup>th</sup> June – Youth Club Committee, Youth Centre, 6.30pm
- 18<sup>th</sup> June – Planning Committee, James Martin Room, 7pm
- 25<sup>th</sup> June – Finance (all Councillors), James Martin Room, 6.00pm
- 2<sup>nd</sup> July – Parish Council Meeting, James Martin Room, 7.30pm

The meeting closed at 9.31pm

Signed: ..... Chairman