

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Village Hall, Baronshurst Drive, at 7.30pm, **Thursday 2nd June 2016**.

Present: Cllr. A. Pritchard, Chairman Cllr. T. Ace
 Cllr. J. Nabb, Vice-Chairman Cllr. R. Reed
 Cllr. D. Turner, also Dist. Cllr. Cllr. A. Maton
 Cllr. K. Batley Cllr. A. Dudley
 Cllr. B. Gray Cllr. B. Wilson

Cllr. S. Harrod, County Councillor

Apologies Accepted: Cllr. Collins

Not present: n/a

Members of the public: 0

54. The minutes of the meeting held 5th May 2016 were amended, approved and then signed by the Chairman; proposed Cllr. Maton, seconded Cllr. Ace, agreed by all.

PUBLIC SESSION

None

MATTERS ARISING:

55. SPEEDING: (a) The Speed Indication Device (SID) had been used three times during the month of May by the Parish Council and their volunteers; over 40 cars had been reported to Thames Valley Police for speeding. (b) Speeding data is to be sent to Cllr. Turner for Neighbourhood Action Group (NAG) purposes. (c) The Thames Valley Police 'Drive Carefully' notice on the corner of Baronshurst Drive and the High Street had been damaged. A new sign had been requested.

(b) JN & DT
(c) JM & AM

56. VANDALISM & ASB: (a) The Parish Council had been notified of vandalism to the outdoor classroom area in Frogmore, allegedly caused by Year 11 students. It was unknown whether the Police had been contacted by the Primary School. The Parish Council are to assist with the re-creation of the outdoor classroom with the provision of logs and wood chippings.

(a) JM

57. LAND AT HARDINGS: (a) Discussions took place regarding suitable containers to be used as Emergency Planning storage on the land at Hardings; it was agreed by all to proceed with plans for a 20 foot new build container unit in green at an approximate cost of £1400, to replace garage currently in situ. (b) The Parish Council are to proceed with a Change of Use planning application for the land. (c) Upon receipt of a successful planning decision, the Parish Council are to submit a grant application to SSE to fund the cost of the storage unit, sandbags and various other pieces of equipment pertaining to Emergency Planning.

(b) JM
(c) JM

58. CHILDREN'S CENTRES – PROPOSED CLOSURES: Cllrs. Turner, Pritchard and Nabb attended a stakeholder's meeting on the 9th May; the centre is to put together a budget in order to ascertain costs along with a programme to show funders what the objectives are.

DT

59. WOOD CHIPPINGS ON THE RECREATION GROUND: Jenks had delivered a small amount of wood chippings free of charge. Half had been used on Frogmore due to the recent vandalism and half had been used on the muddy areas behind the Skate Park. Further chippings had been left by the contractors working on the school trees and are to be distributed by the Parish Council groundsman.

JM

60. CHALGROVE BUSES: Cllr. Turner reported: (a) The T1 service is to continue but Thames Travel were yet to publish the new timetable. The service will run from Chinnor, via Chalgrove, to Oxford during peak times, but stopping at the Cowley shopping centre during non peak times. (b) Further companies had been contacted regarding taking on the Wallingford bus route; no response had been received. (c) It had not yet been clarified whether Parish Councils may fund commercial bus routes, and further enquiries are to be

(b) DT

made. (d) LINK articles are to be submitted regarding the bus services.	(d) DT
61. FOOTPATH 8 BRIDGE: During an assessment of the bridge, it had been noted that there were nails sticking out of the adjacent fence. The resident had been informed and will rectify any issues.	
62. CRUMBLING 'ROAD' LEADING TO THE CHURCH: Following the request from St Mary's that OCC fill in the pot holes on the road leading to the Church, the Parish Council had contacted OCC Highways and also Cllr. Steve Harrod. Contact details for the County Councillor are to be passed to Rev. Ian Cohen and no further action is required by the Parish Council at this time.	JM
63. METHODIST CHURCH – COMMUNITY ASSET: (a) SODC had written to reject the Asset of Community Value nomination for reasons including (i) the application not including the title deeds and (ii) insufficient information regarding how the current main use furthers the social wellbeing of the community. (b) Cllr. Turner is to obtain the information required and the application is to be re-sent.	(b) DT
64. LENDRUMS FUNFAIR: The Clerk is to write to residents of The Green and the Crown PH notifying them of the dates that the funfair will be in Chalgrove, and requesting that they do not park on The Green on the mornings on Sunday 4 th September and Sunday 11 th September 2016, for access purposes.	JM
65. BROOK POLLUTION/QUALITY: Following reports of brook pollution in the High Street brook the Parish Council are to ask the fly monitoring voluntary group if they will occasionally do the same on the High Street brook.	JM
66. GLASS ON THE RECREATION GROUND: (a) It had been reported that two children had been hurt on the recreation ground due to broken beer bottles in and around the skate park. The area had been cleared daily and signage erected, but the signs had been ripped down and further glass had been broken. (b) CCTV cameras are to re-angled to provide better footage of those breaking the glass, and the matter is to be reported to the Police.	(b) JM
67. OVERFLOWING DOG BINS: (a) Several complaints had been made to the Parish Council regarding the overflowing dog bins on the recreation ground following the May bank holiday. BIFFA had been informed of the urgency to have the dog bins cleared but, due to their lead time, the excess was cleared by the Parish Council. (b) The Communications Committee are to liaise with Cleaner Chalgrove to ask the public not to leave dog mess bags on the floor when the bins are full, but rather carry them home or to another available bin.	(b) AM
68. THE GREEN POTHOLE: Work required to the pot holes on The Green, at a maximum cost of £200, was approved; proposed Cllr. Pritchard, seconded Cllr. Maton, agreed by all.	BW
69. PARKING ON FOOTPATHS: Following reports that cars were parking on pavements causing problems for pedestrians, especially those with pushchairs or wheelchairs, OCC had been asked for clarification of the parking regulations.	JM
70. MATTERS UNRESOLVED: Land Registry (Mill Lane allotments & recreation areas), Chalgrove Battle Group notice boards, 16 High Street hedges, Church Cottage hedges, Chalgrove Band equipment, War Memorial grant, Waste Recycling Centre proposed closures, Chapel Lane alleyway shrubbery responsibilities, Mill Lane road sign, energy audit, stable planning permissions at Mill Lane, tennis, high visibility vests.	
71. MATTERS ON HOLD: Clearance of footpaths 5&6, future of the Chalgrove Post Office, parked cars outside the Post Office, Community Service street cleaning, Local Council award.	
72. NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE: (a) As a result of SODC's Local plan 2032, the Parish Council are to inform the public that the allocation for development in Chalgrove had increased from 82 to approximately 200 dwellings. An article is to be sent out via the LINK, Parish Council emails, and Facebook. (b) It was reported that the developers dealing with the CHAL7 site had registered a planning application outside of the NDP. (c) The Parish Council await the funding from the Big Lottery Fund in order to proceed with the flood modelling.	(a) JM
73. AIRFIELD DEVELOPMENT PROPOSAL: (a) The Parish Council had been notified by SODC and the Homes & Communities Agency (HCA) of a proposal to build 3500 homes on Chalgrove Airfield. Further meetings are to be held with HCA, and SODC's public consultation	

<p>due at the end of June will show their preferred site. (b) The Parish Council are to immediately make the public aware of the proposal, and the Parish Council's plan to object, by way of the LINK magazine, Parish Council emails and Facebook.</p>	(b) JM
<p>74. FINANCE COMMITTEE: <u>Internal Audit</u> Mr. T Fisher had completed the internal audit, for the 2015/2016 financial year, on the 13th May 2016. His report showed that appropriate accounting records and adequate internal controls had been kept throughout the year. The Parish Council reviewed the internal control comments, and the 2015/2016 accounts, at a Finance Committee meeting on the 31st May 2016.</p>	
<p><u>2015/2016 Accounts</u> (a) All Councillors approved the Parish Council accounts for the year 2015/2016; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all. (b) All Councillors certified that the accounting statement in the Audit Return, for the year ending 31st March 2016, presented fairly the financial position of the Council and its income and expenditure. (c) Section 1 and 2 of the Annual Return were completed and signed by the Chairman and Clerk. (d) The Annual Governance Statement, Audit Return, was completed and signed by the Chairman and Clerk.</p>	
<p>75. COMMUNICATION COMMITTEE: A Committee meeting had taken place on the 23rd May and the minutes are available from the Parish Council office.</p>	
<p><u>Queen's Birthday Tea Party</u> Discussions took place regarding the running of the event, responsibilities, costs, and the programme.</p>	
<p><u>Newsletter</u> The next newsletter is to be drafted by the July Parish Council meeting, with a view to distribution mid July. Articles are to include (a) the Queen's tea party, the Annual Parish Meeting and Crookston Shield, the precept, (b) Chalgrove buses, the Children's Centre, (c) NDP, and the airfield.</p>	(a) JM (b) DT (c) JN
<p><u>Other Matters</u> discussed included the LINK articles.</p>	
<p>76. FLOODING & EMERGENCY PLAN: A multi-agency meeting had taken place on Thursday 26th May 2016. The minutes are to be ready for the July Parish Council meeting.</p>	JM
<p>77. RECREATION COMMITTEE: No Committee meetings had been held.</p>	
<p><u>Work required to pitches</u> (a) The Parish Council are to complete the 'interim' work as agreed. (b) Three quotations are to be obtained for the larger works required and used to submit a grant application. (c) Boot scrapers are to be purchased.</p>	(a) JM (b) JM (c) JM
<p><u>Cavaliers FC</u> (a) It was reported that the Cavaliers had burnt the grass, again, whilst marking out a pitch. They are to be asked for compensation to put it right, due to it being criminal damage. (b) The Cavaliers are to be asked to move all goal posts to the corner of the 'top rec' during the summer months when there are no matches. (c) A meeting is to be held with the Cavaliers FC to discuss the matters mentioned.</p>	(a) TA & JM (b) TA & JM (c) TA & JM
<p><u>Trees</u> (a) Jubilee Walk tree no. 17 is to be left in the ground and monitored. (b) Permission is to be sought from OCC Highways to plant a horse chestnut on the 'triangle' on the corner of Monument Road, Berrick Road and the High Street, in honour of the Queen's birthday.</p>	(b) JM
<p><u>Other matters discussed</u> included tree watering.</p>	
<p>78. NEIGHBOURHOOD ACTION GROUP: A meeting had been held on the 11th May 2016 and the minutes are available from the Parish Council office. Matters discussed included speeding, recent crime information and the Wheatley day of action.</p>	
<p>79. FOOTPATHS & LIGHTING COMMITTEE: A Committee meeting had taken place on the 18th May 2016 and the minutes are available from the Parish Council office.</p>	
<p><u>Election of Committee Chairman</u> Cllr. Reed was unanimously re-elected as Committee Chairman; proposed Cllr. Pritchard, seconded Cllr. Batley, agreed by all.</p>	
<p><u>Footpath Reports</u> All Councillors are to undertake footpath reports whilst distributing the tea party leaflets. Reports are to be submitted to the office before the end of June.</p>	ALL
<p>80. WORKS & ORDERS: Discussions took place regarding the works and orders.</p>	
<p><u>Completed</u> Wood chippings, tea party leaflet printing and distribution, kitchen design by Howdens, repairs to fitness equipment, erection of 'no dogs on the MUGA' signage</p>	
<p><u>Awaiting Completion</u> Interim pitch repairs, crowning of the willow trees, removal of the leylandii trees.</p>	

<u>Awaiting Approval</u>	
(a) The purchase of Parish Council office furniture – a tambour cupboard at a cost of £249, and a filing cabinet at a cost of £113 – was approved; proposed Cllr. Ace, seconded Cllr. Wilson, agreed by all.	
<u>Quotations Required</u> Sandbag storage solutions, Village Hall brickwork repair, Village Hall tile repair, Village Hall entrance foyer manhole grip cover repair, MUGA new carpet, work required to path next to recreation ground gate.	
<u>On Hold</u> Village Hall toilet / kitchen refurbishment, roof survey, roof replacement, Village Hall boiler replacement, War Memorial repairs.	
CORRESPONDENCE:	
81. <u>Jon Bright</u> wrote to introduce himself as the new Director of Citizen’s Advice for South Oxfordshire and the Vale. The Parish Council are to write and congratulate him on his new post.	AP
82. <u>Complaints had been made regarding a rat infestation in Flemming Avenue.</u> Despite three separate visits from SODC’s pest control, the number of rats had not decreased. SODC’s Environmental Health team report that they are unable to help any further. The matter had been passed to Cllr. Turner, as District Councillor, for comments.	DT
83. <u>The 1st Chalgrove Scouts</u> had written to invite the Parish Council to their AGM on Thursday 14 th July.	
84. <u>A High Street resident had written to request permission</u> to plant a willow tree in celebration of their wedding anniversary. Suitable location suggestions are to be brought to the next Parish Council meeting.	ALL
85. <u>Chalgrove Netball Club</u> had requested the use of the recreation ground for a fundraising rounders match on the 10 th July. The booking is to be dealt with via the office.	JM

86. PLANS (Parish Council decision only):

(a) Cllr. Pritchard had been unanimously re-elected as Committee Chairman; proposed Cllr. Batley, seconded Cllr. Gray, agreed by all.

P16/S0897 The Manor, Mill Lane Erection of a single dwelling on adjacent land
APPROVED with comments

87. DECISION NOTICES FROM SODC:

None

88. MONTHLY POLICE REPORT: None	
--	--

89. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner provided a report. Matters discussed included (a) District Councils had been advised by the Government’s Civil Servants that the Unitary Councils cannot cross County boundaries. (b) The EU referendum voter registration. (c) The new telephone numbers at SODC. (d) The Home Choice service; providing people with a personalised action plan that explains what their options are. (e) Wallingford outdoor swimming pool is now open for the summer season.

90. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod provided a report. Matters discussed included (a) Unitary Council proposals. (b) Buses. (c) Chalgrove & Watlington Children’s Centre. (d) B480 verge cutting. (e) Work required on the road leading to the Church. (f) Oxfordshire Together.

91. REPORT FROM THE PLAY AREA INSPECTION OFFICERS: All areas are satisfactory. More caps and grips are required for the fitness equipment.

ACCOUNTS:

92. Five cheques had been signed outside of meetings; 005708-005712

93. ACCOUNTS SANCTIONED FOR PAYMENT:

005708	Community First Oxfordshire – membership	£50.00
005709	Community First Oxfordshire – hall membership	£70.00
005710	G. Searle – allotment refund	£6.00
005711	J. Nabb – tea party expenses	£46.38
005712	J. Nabb – tea party expenses	£100.60
005718	G. Law – gate caretaker	£40.00
005719	J. Coe – gate caretaker	£40.00
005720	N. Kerridge – youth work	£468.00

005721	B. Murphy – youth club expenses	£9.50
005722	B. Murphy – youth work	£104.00
005723	D. Mepham – gate caretaking	£40.00
005724	Assist UK – financial assistance	£308.00
005725	SODC – rates	£476.00
005726	TalkTalkBusiness – web hosting	£67.00
005727	Total Gas & Power – gas supply	£483.29
005728	Zurich Municipal – insurance	£4455.58
005729	BCB – grass cuts	£420.12
005730	J. Nabb – NDP expenses	£19.12
005731	Viking – tea party supplies	£313.51
005732	T. Fisher – internal audit & financial assistance	£225.00
005733	Wilmots Solicitor – land registration	£601.00
005734	Lynx DPM – printing	£180.00
005735	B. Wilson – plumbing repair supplies	£10.00
005736	P. Hall – groundsman	£1136.04
005737	P. Hall – groundsman	£200.00

ANY OTHER BUSINESS: 94. It was noted that a Roles & Responsibilities workshop had been presented by the Clerk to all Councillors prior to the May Parish Council meeting. 95. Cllr. Nabb noted that the HR Committee had undertaken an appraisal for the Clerk, and that discussions had taken place regarding starting the Clerk’s qualification.	
---	--

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.*

96. CHALGROVE PARISH COUNCIL Vs KNIGHTS LEGAL CASE: (a) The Clerk provided a breakdown of costs incurred against costs received from the Knights. (b) Once all payments have been received a debrief is to take place.	
---	--

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

DATES:

- 7th June, Youth Club Committee, 6pm, Youth Centre
- 9th June, Village Hall Committee, 7pm, James Martin Room
- 11th June, Queen’s Tea Party, 2pm, Village Hall
- 23rd June, Planning Committee, 7pm, James Martin Room
- 7th July, Parish Council Meeting, 7.30pm, James Martin Room

The meeting closed at 9.51pm

Signed: Chairman