

**CHALGROVE PARISH COUNCIL**

**A MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 1<sup>st</sup> June 2017.**

**Present:**

Cllr. A. Pritchard, Chairman	Cllr. R. Reed
Cllr. J. Nabb, Vice-Chairman	Cllr. T. Ace
Cllr. D. Turner, also Dist. Cllr	Cllr. A. Dudley
Cllr. K. Batley	Cllr. A. Ziemelis
Cllr. B. Gray	Cllr. C. Nixey

**Apologies Accepted:** n/a

**Not present:** n/a

**Members of the public:** 0

50. The minutes of the meeting held 4<sup>th</sup> May 2017 were amended, approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Ace, agreed by all.

<p><b>PUBLIC SESSION</b> None.</p> <p><b>MATTERS ARISING:</b></p> <p>51. COUNCILLOR VACANCY: Following the resignation of Mr. Brian Wilson as Parish Councillor, and the placement of the Notice of Councillor in the public domain, SODC had granted permission to fill the vacancy by co-option. Details of the vacancy are to be placed in the LINK magazine, on social media and sent out via emails to the database with a deadline for applications on the 21<sup>st</sup> July and interviews taking place on the 27<sup>th</sup> July.</p> <p>52. DOG MESS: Cleaner Chalgrove had reported that Project Pink Poo is to take place throughout June; volunteers are to walk the entirety of the village picking up any dog mess and marking the ground with a pink X. Posters will be placed in the vicinity of the markings to explain the meaning of the pink marks.</p> <p>53. SPEEDING: The SID team went out twice during May with a total of 4 vehicles reported to Thames Valley Police for speeding.</p> <p>54. VANDALISM &amp; ASB: (a) There had been reports of alleged drug use on the recreation ground and Thames Valley Police had been informed. (b) There had been reports of loud music in the Village Hall car park; no Police report had been made by the public.</p> <p>55. WORK REQUIRED TO THE LAUREL HEDGING – AMERICAN WAR MEMORIAL: Having assessed the work required, it was agreed by all that it was too much for a working party. Jennings and Martin Baker are to be asked if they are able to assist, and quotations are to be sought in order to reduce the shrubbery to stump level.</p> <p>56. CHALGROVE &amp; WATLINGTON’S CHILDREN’S CENTRE – ADMINISTRATION OF PAY: (a) It was agreed by all that the budgeted donation of £5000 would be made to the Chalgrove &amp; Watlington Children’s Centre; proposed Cllr. Dudley, seconded Cllr. Pritchard, agreed by all. The cheque is to be handed over at a meeting between all parties. (b) It was agreed by all that a donation towards the Children’s Centre would be reviewed annually during the precepts and budgets review.</p> <p>57. PIANO TUNING: The piano tuning had taken place at a cost of £56, previously approved. It is to be budgeted every other year.</p> <p>58. BRINKINFIELD PARKING ISSUES: Following complaints regarding dangerous parking on Brinkinfield Road, near the junction with the High Street, the vehicles had stopped parking near the junction.</p> <p>59. SODC BUSINESS RATES: Following the receipt of a zero valued business rates bill for 2017/2018, SODC had confirmed that the bill was correct due to small business rate reliefs.</p> <p>60. FLOWER FESTIVAL: It was agreed by all not to participate in this year’s Flower Festival</p>	<p>JM</p> <p>JM</p> <p>(a) JM</p> <p>(b) ALL</p>
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<p>at St. Mary's Church due to Councillors not being available to create the required displays.</p> <p>61. CHAPEL LANE ALLEYWAY RAILINGS: Following the removal of 3 of the 6 guardrails within the alleyway, a site visit was arranged between OCC and the concerned residents. As a result of the site meeting, which was attended by Cllr. Turner, the following solutions are to be put into place (a) the reinstatement of some railings (b) the placement of 'cyclist dismount' signage at each end of the alleyway (c) discussions with adjacent residents regarding cutting back their foliage.</p> <p>62. COMMUNITY TRANSPORT NETWORK MEETING: The meeting, due to be attended by Cllr. Dudley, had been cancelled.</p> <p>63. ABANDONED CAR – BRINKINFIELD ROAD: There had been no further news from SODC or Thames Valley Police regarding the abandoned car.</p> <p>64. RUPERT CLOSE STEPS: Following the request to change part of the Rupert Close steps into a slope, the matter was raised with OCC. Following further discussion it was agreed by all not to proceed with any further enquiries as it would be too steep for a slope, with a dangerous exit onto the High Street.</p> <p>65. ROYAL AIR FORCE ANNUAL RECEPTION: Cllr. Pritchard and Dudley attended the reception on the 25<sup>th</sup> May and reported on the event.</p> <p>66. MATTERS UNRESOLVED: Application to modify the Definitive Map, Thames in Bloom 2018, Community Assets, charities account, broken railing at the High Street, land Registry (Mill Lane allotments &amp; recreation areas), Chalgrove Battle Group notice boards, Chapel Lane alleyway shrubbery responsibilities, stable planning permissions at Mill Lane, tennis.</p> <p>67. 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>68. FINANCE COMMITTEE:</b>  <u>Internal Audit</u> Mr. T Fisher had completed the internal audit, for the 2016/2017 financial year, on the 24<sup>th</sup> May 2017. 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 2016/2017 accounts, at a Finance Committee meeting on the 1<sup>st</sup> June 2017.  <u>2016/2017 Accounts</u> (a) All Councillors approved the Parish Council accounts for the year 2016/2017; proposed Cllr. Pritchard, seconded Cllr. Batley, agreed by all. (b) All Councillors certified that the accounting statement in the Audit Return, for the year ending 31<sup>st</sup> March 2017, 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><b>69. VILLAGE HALL COMMITTEE:</b> Two meetings had been held alongside representatives from Abingdon Bathrooms and Kitchens to discuss the refurbishment of the Village Hall kitchen and toilets. Further quotations had been sought for electric works and various queries had been resolved. The Committee are to meet again on the 19<sup>th</sup> June to discuss grant opportunities, and the scheduled closure of the building.</p> <p><b>70. RECREATION COMMITTEE:</b> No Committee meeting had been held.  <u>Fertilising</u> The Cavaliers FC had completed the harrowing works on the Top Rec pitch. Fertilising works are now to take place as soon as possible on Janes Meadow and the upper half of the Top Rec, arranged by Cllr. Nixey.  <u>Trees</u> Cllr. Ace met onsite with the Clerk and Mr. Phil Hall, groundsman, to discuss low-level work required on the trees at the recreation ground. Various trees required work and the cost of £375 was approved; proposed Cllr. Batley, seconded Cllr. Gray, agreed by all.  <u>Memorial Garden</u> (a) It had been previously reported that criminal damage had taken place within the Memorial Garden; plants had been destroyed with weed killer, and chemicals had been dropped on the grass. A letter is to be sent to all adjacent properties asking for them to report any suspicious activity. (b) The cost of £40 to install an extra bollard was approved;</p>	<p>CN</p> <p>(a) TA &amp; JM</p>
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<p>proposed Cllr. Pritchard, seconded Cllr. Ziemelis, agreed by all.</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 is to be distributed.</p> <p><u>Other Matters Discussed</u> included the MUGA and the Cavaliers FC.</p> <p><b>71. COMMUNICATIONS COMMITTEE:</b> No Committee meeting had been held.</p> <p><u>Newsletter</u> All newsletters had been distributed.</p> <p><u>Other Matters Discussed</u> included the tea party and LINK articles.</p> <p><b>72. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b></p> <p><u>Emergency Plan</u> (a) The Emergency Plan is to be updated and distributed to all Councillors. (b) A public meeting is to be held on the 15<sup>th</sup> July to recruit new street wardens and to brief those already in place.</p> <p><u>Back Brook</u> A letter is to be written to all riparian owners to ask them not to dump any garden waste in the watercourse.</p> <p><b>73. NEIGHBOURHOOD DEVELOPMENT PLAN:</b> Cllr. Nabb reported on the work undertaken by the Committee. (a) Following comments that the plans for CHAL1/10/11 extended further than the 'triangle', the developer had revised the plans. It was to be clarified that a management company, paid for by the residents, would maintain green space. Members of the Parish Council are to attend the SODC Planning Committee meeting on the 14<sup>th</sup> June to speak in support of the planning application. (b) The pre-submission draft NDP consultation is ongoing with a deadline for all comments on the 5<sup>th</sup> June. Requests for extensions are to be denied, agreed by all, due to the tight deadlines within the NDP schedule. (c) The Parish Council are to meet with developers who wish to apply for 120 homes at Chalgrove Farms, Berrick Road, on the 21<sup>st</sup> June.</p> <p><b>74. PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b> A letter had been received from the Homes &amp; Communities Agency on the 12<sup>th</sup> May advising the Parish Council that Carter Jonas had been appointed to progress their work through to the planning application stage. Chalgrove Parish Council are to meet with HCA on the 4<sup>th</sup> July.</p> <p><b>75. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p> <p><u>Completed Repairs</u> to the tile roof at the High Street bus stop, clearing and jetting of the car park drains (by the School).</p> <p><u>Awaiting Completion</u> Fertilising of Janes Meadow and the upper half of the Top Rec.</p> <p><u>Awaiting Approval</u></p> <p>(a) Repairs to the Village Hall roof at a maximum cost of £300 was approved; proposed Cllr. Nabb, seconded Cllr. Pritchard, agreed by all.</p> <p><u>Quotations Required</u> New notice board next to the Post Office, Sand for the MUGA, Emergency Planning storage solution, emergency planning supplies, etching of logo and map for the High Street bus stop, path repair next to the recreation ground, brickwork repair at the Village Hall, tile repair at the Village Hall, Village Hall entrance foyer manhole grip repair, MUGA resurfacing, Village Hall toilet and Kitchen refurbishment, Village Hall roof replacement, microphone system, re-angling of MUGA lights, Youth Centre light repairs.</p> <p><u>On Hold</u> French drain for flooded footpath next to recreation ground, updated Jubilee Walk tree plaque.</p> <p><b>CORRESPONDENCE:</b></p> <p>76. <u>The Waste and Recycling Officer, SODC,</u> wrote to invite the Parish Council to a tour of their energy recovery facilities. Cllr. Pritchard had attended.</p> <p>77. <u>The Chalgrove Scouts</u> wrote to invite the Parish Council to their 50 year anniversary celebrations on the 17<sup>th</sup> June. Apologies are to be given as this coincides with the Parish Council's village tea party.</p> <p>78. <u>The Chalgrove Table Tennis Club</u> wrote to request a donation of £389 in order to purchase a third table tennis table. It was agreed by all that the Parish Council could not fund their purchase at this time, and details are to be sent regarding other funding</p>	<p>(a) AP &amp; JM (b) JM</p> <p>(a) JM (b) ALL</p> <p>JM</p> <p>ALL</p> <p>JM</p>
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<p>opportunities via the District Council.</p> <p>79. <u>ROSPA wrote to report</u> that the annual inspection of the play areas will take place in July.</p> <p>80. <u>A High Street resident wrote to report the damaged verge</u> outside 38 High Street following SSE works. The groundsman had been instructed to rake and seed the area, following no response from SSE.</p> <p>81. <u>A Langley Road resident wrote regarding trees</u> which required work on the land behind Langley Road. The landowner had been informed.</p> <p>82. <u>SODC wrote to inform the Parish Council</u> that they had named the street locally associated with Warpsgrove Lane as Rushy Furrows Lane.</p> <p>83. <u>Chalgrove Parish Council had written to Carter Jonas</u> asking that they cut back the hedgerow for a property on Church Lane. The resident wrote to the Parish Council reporting that, as tenant, it was his responsibility and that work would take place as soon as possible.</p> <p>84. <u>OALC wrote to invite the Parish Council to their AGM</u> on the 3<sup>rd</sup> July. Cllrs. Pritchard and Nabb are to attend.</p> <p>85. <u>SODC's Go Active</u> team wrote to invite Parish Councillors to their Active Thinking Panel on the 12<sup>th</sup> July. Cllr. Pritchard and the Clerk are to attend.</p>	<p>AP &amp; JN</p> <p>AP &amp; JM</p>
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**86. PLANS** (Parish Council decision only):

No plans

**87. DECISION NOTICES FROM SODC:**

P17/S1117/HH	11 Church Lane	Replacement of flat roof over garage, extension of garage, erection of conservatory. GRANTED
P17/S0723/LB	The Lamb, Mill Lane	Single storey extension, new external fire escape. GRANTED
P16/S4062/O	Land East of Chalgrove	Outline planning for the erection of 120 dwellings. REFUSED

**88. MONTHLY POLICE REPORT:** Thames Valley Police reported that, between February and April 2017, they had received 53 calls from the Chalgrove area; 41 miscellaneous calls, 2 reports of a road traffic collision, 1 report of a theft from a vehicle, 2 reports of dangerous driving, 3 reports of parking obstruction, 2 reports of antisocial behaviour, 1 call reporting a cycling event, and 1 call reporting a noise complaint.

**89. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner provided a report: (a) Biffa had launched a new bin washing service in the South and Vale for a monthly fee. (b) Roadwork alerts. (c) South and Vale Safety Partnership and their project – 'Chelsea's Choice'. (d) Go Active Gold 'Active Thinking Panel'. (e) SODC's Chairman, Jeanette Matelot, had chosen Oxford Homeless and Pathways as her chosen charities. (f) Wallingford outdoor swimming. (g) The Local Plan.

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

**91. 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:**

92. Lloyds Bank had stopped cheque numbers 006001 to 006060 due to the cheque book being lost in the post.

93. No cheques had been signed outside of meetings.

**94. ACCOUNTS SANCTIONED FOR PAYMENT:**

006069	Cancelled cheque	
006070	Cancelled cheque	
006079	Assist UK – financial assistance	£297.00
006080	N. Kerridge – youth work	£468.00
006081	B. Murphy – youth work	£130.00
006082	M. Law – gate caretaking	£100.00
006083	Yorkshire Gas & Power – gas supply	£663.54

006084	Castle Water – water supply	£51.04
006085	BCB – grass cutting	£161.20
006086	TalkTalk Business – web hosting	£56.80
006087	Mayfield Press – newsletter printing	£240.00
006088	J. Burder – bus stop tile repairs	£124.50
006089	A. Pritchard – mileage expenses	£9.90
006090	B. Wilson – key expenses	£19.80
006091	Viking Direct – office & cleaning supplies	£56.98
006092	Zurich Municipal – insurance	£5354.90
006093	P. Hall – groundsman	£700.00
006094	p. Hall – groundsman	£648.90

<p><b>ANY OTHER BUSINESS:</b></p> <p>95. Overhanging shrubbery and trees were reported in Parsnips Lane, running between the High Street and Church Land. The resident is to be asked to cut them back.</p> <p>96. Overhanging shrubbery and trees were reported in Chapel Lane. In the absence of a current resident, the agent is to be asked to cut them back.</p> <p>97. Overhanging shrubbery and trees were reported on Mill Lane. The resident had already been contacted and is to be chased.</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.*

<p><b>98. HR COMMITTEE:</b></p> <p><u>Street Cleaner</u> It was agreed by all to proceed with a new position to remove weeds and overgrown shrubbery from the footpaths and kerb edge.</p> <p><u>Village Hall Cleaner</u> Discussions took place regarding the recruitment of a cleaning contractor to cover sickness leave.</p>	
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**Inclusion of the public:** *The public were no longer excluded.*

**DATES:**

- 12<sup>th</sup> June, Youth Club Committee, Youth Centre, 6pm
- 19<sup>th</sup> June, Village Hall Committee, Parish Office, 7pm
- 22<sup>nd</sup> June, Planning Committee, James Martin Room, 7pm
- 29<sup>th</sup> June, Finance Committee, James Martin Room, 7pm
- 6<sup>th</sup> July, Parish Council Meeting, James Martin Room, 7.30pm

The meeting closed at 9.57

Signed: ..... Chairman