

**CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 7<sup>th</sup> June 2018**.

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

**Apologies Accepted:** County Cllr. Steve Harrod

**Not present:** n/a

**Members of the public:** 1

50. The minutes of the meeting held 3<sup>rd</sup> May 2018 were approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Gray, agreed by all.

<p><b>PUBLIC SESSION</b>                  51. A Mill Lane allotment tenant spoke of her concerns over an overgrown plot. It was clarified that the matter had already been discussed at a recent Allotment Committee meeting and that, following a site visit, a letter is to be sent to the tenant responsible for the overgrown plot.</p>	<p>TA &amp; JM</p>
<p><b>MATTERS ARISING:</b>                  52. COUNCILLOR VACANCY: (a) The vacancy created by the resignation of Mr. Wilson is ongoing, with a deadline for applications on the 30<sup>th</sup> June 2018. (b) The vacancy created by the death of Mr. Batley had been reported to SODC, and a public consultation will begin to determine whether an election is called or whether the Parish Council may appoint a Councillor via co-option.                  53. SPEEDING: (a) There had been no SID usage within May due to unavailability of the SID. (b) The SID device had been booked for a week in June. (c) Members of the Parish Council are to meet with Jon Beale, OCC Highways Technical Officer, to discuss the proposed location(s) of a Parish Council maintained Speed Indication Device. Quotations are to be discussed thereafter.</p>	<p>(b) AP                  (c) AP &amp; DT</p>
<p>54. VANDALISM &amp; ASB: (a) The groundsman had rectified the damage to the base of the Bob Larter bench. (b) It was with great disappointment that the Parish Council were alerted to more criminal damage within the Memorial Garden; glysohate had been used illegally to kill off patches of grass and surrounding shrubbery. The Police had been informed and the Parish Council await their comments before proceeding further.                  55. PARKING ISSUES:  <u>Brookside SOHA</u> had been asked to consider changing part of their green space into car parking spaces to alleviate the parking problems. A meeting is to be held with a SOHA representative on the 13<sup>th</sup> June.</p>	<p>AP &amp; DT</p>
<p><u>Flemming Avenue</u> (a) The Parish Council await the installation of bollards on the green areas at Mill Lane, at the entrance to Fleming Avenue.  <u>Chibnall Close</u> A resident had written to report dangerous parking on the corner of Chibnall Close and Baronshurst Drive. A letter is to be re-sent to the resident concerned.</p>	<p>JM</p>
<p>56. VILLAGE HALL HIRE TERMS &amp; CONDITIONS: The Terms and Conditions are to be reviewed by the Village Hall Committee; to include any necessary guidelines on SafeGuarding, comments regarding GDPR, and a checklist for cleaning the Village Hall after use following several reports of hirers leaving a mess.</p>	<p>JM</p>
<p>57. DOG MESS: Discussions took place regarding the outstanding actions: (a) A new forceful poster is to be drafted and approved by Thames Valley Police. (b) The Chapel Lane dog bag dispenser to be moved closer to the bin. (c) 'No Dogs' signage is to be placed on play areas.</p>	<p>(a) JM                  (b) JM                  (c) JM</p>

<p>(d) A map of the dog bins and dispensers is to be produced – for posters, website and social media. (e) A poster competition to be organised in the School and Youth Club, funded by Cleaner Chalgrove and Parish Council (£30 each) (f) Cleaner Chalgrove are to visit the School children.</p>	<p>(d) JM (e) JM</p>
<p>58. JOINT USER AGREEMENT: Cllr. Pritchard had made the necessary amendments to the Joint User Agreement and a meeting is to be held with Chalgrove Primary School to approve the changes.</p>	<p>AP, DT, JM</p>
<p>59. THAMES VALLEY POLICE ACTION DAY: The TVP Action Day, scheduled for Saturday 21<sup>st</sup> July, had been cancelled due to the unavailability of TVP officers. A new date is to be scheduled.</p>	
<p>60. CYCLE EVENTS: Following concerns over the amount of cycle events being held in the area, it was reported that there are no restrictions; however residents are requested to contact the Police if they need to report a cycling event where the riders are not adhering to regulations. A copy of said regulations is to be obtained.</p>	<p>JM</p>
<p>61. JENNINGS SHEPHERD’S HUT LAUNCH: Cllr. Turner attended the event on the 11<sup>th</sup> May and reported that it was a brilliant concept and a great facility for self employed persons who wish to obtain their first premises.</p>	
<p>62. RAF ANNUAL RECEPTION: Cllr. Pritchard and Mrs. Gill Lester attended the reception but, due to adverse weather, the parade and fly-over did not take place.</p>	
<p>63. RATS: Following reports from residents having difficulties with rats, SODC’s Environmental Health were contacted for advice. SODC advised that any resident with concerns should contact the SODC pest control service, with site visits starting at £30.</p>	
<p>64. MILL LANE CABLE: Following reports that an SSE cable was hanging very low on Mill Lane near the Berrick Road junction, SSE had been informed. It has now been clarified that the cable belongs to BT, who will be contacted.</p>	<p>JM</p>
<p>65. CHAPEL LANE ALLEYWAY SHRUBBERY: Whilst the Parish Council await confirmation of responsibility from OCC, the groundsman is to do a one-off clearance due to the alleyway having become impassable.</p>	
<p>66. KEN BATLEY MBE: (a) It was agreed by all to obtain a replica of the Kenneth Batley MBE medal, for display purposes, at a cost of £80 ex VAT; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all. (b) A celebration of Ken Batley’s life is to take place on the 15<sup>th</sup> September.</p>	<p>(a) JM</p>
<p>67. MATTERS UNRESOLVED: Thames Travel T1 issues, Oxford to Cambridge Expressway, Footpath 8 Project, Village Hall car park bollard (10K Ctte), Charities &amp; land registration, use of rat poison at the Mill Lane allotments, tennis, overhanging shrubbery at 36 Mill Lane, Light Aircraft flying opportunity, office broadband speeds, application to modify the Definitive Map, Community Assets, broken railing at the High Street, Mill Lane road sign.</p>	
<p>68. MATTERS ON HOLD: Community Service street cleaning, Local Council award.</p>	
<p><b>69. GENERAL DATA PROTECTION REGULATION (GDPR):</b> The Parish Council discussed the outstanding actions: (a) Create CCTV policy. (b) Place all GDPR policies/documents online. (c) Send Privacy Notices to all staff and Councillors. (d) Amend Village Hall hire application, allotment tenancy agreements, youth club registrations etc to include GDPR wording.</p>	<p>(a) JM (b) JM (c) JM (d) JM</p>
<p><b>70. FINANCE COMMITTEE:</b> It was agreed that an extraordinary meeting of the Council would take place on Thursday 28<sup>th</sup> June, in order to formally approve the accounts and to assess the audit procedure.</p>	<p>ALL</p>
<p><b>71. RECREATION COMMITTEE:</b> The Recreation Committee meeting, scheduled for the 31<sup>st</sup> May, had been cancelled due to the unavailability of Cllr. Ace.</p>	
<p><u>Cavaliers</u> A meeting is to be rescheduled in order to meet the new Committee and discuss outstanding issues. It was agreed that a meeting would take place on the 21<sup>st</sup> June.</p>	
<p><u>Bench</u> The Bob Larter bench vandalism had been rectified. The official unveiling of the bench is to take place during the Cavaliers Trophy Day on Sunday 3<sup>rd</sup> June.</p>	

<p><u>24 Chibnall Close</u> Cllrs. Pritchard and Ace met with Mr. Skilleter of 24 Chibnall Close to discuss his boundary and his extension proposals: (a) the continuation of the fence on the recreation ground side – the line and end point were agreed. (b) discussions regarding the replacement of the hedge which runs along the path to the church yard. (c) maintenance of the recreation boundary overgrowth – the Groundsman is to undertake clearance work in the area. (d) dead trees within the church land – The Church Wardens have been asked to contact Mr. Skilleter; the Church Warden has responded to say that there were concerns regarding the boundary line and would like the Parish Council to be present at a meeting. It was agreed that Cllrs. Pritchard and Ace would attend.</p>	
<p><b>72. ALLOTMENT COMMITTEE:</b> A Committee meeting had been held on the 17<sup>th</sup> May and minutes are available from the Parish Council office.</p>	
<p><u>2018 Invoicing</u> There had been delays to the invoicing due to: (a) discussions surrounding amendments required to the Tenancy Agreements to include policies for the use of rat poison. The matter has not yet been resolved. (b) instructions from the Internal Auditor not to use the accounting system whilst the 2017/2018 accounts were finalised. It was agreed by all that the invoices could go out without the Tenancy Agreements and to proceed as soon as possible.</p>	JM
<p><u>Report from the Bypass Allotment Site</u> (a) Mr. and Mrs. Strange had resigned as Site Managers. All current tenants are to be contacted with details of the vacancy.</p>	(a) JM
<p><u>Report from the Mill Lane Allotment Site</u> (a) It was reported that 3 tenants are not doing the required work as per the Tenancy Agreement. Cllr. Ace is to visit the plots initially, and then letters are to be sent. (b) It was reported that a dog, owned by the adjacent landowner, had gotten into the allotment site. The gate had now been heightened. (c) The adjacent landowner had donated some leftover road planings, for use at the allotment site entrance. Cllr. Nixey is to collect and deliver. (d) It was noted that there was a reduction in the amount of rats on the site.</p>	(a) TA & JM (c) CN
<p><u>Lamb Allotments</u> (a) It was noted that the available plots should be sprayed and cleared to encourage new tenants. A working party is to be held on Saturday 7<sup>th</sup> July. (b) Dogs on the site had been causing an issue, with owners letting dogs off the lead and off the public footpath. (c) Posters are to be drafted asking dog owners to keep their dogs on a leash and on the public footpath, noting that there is no access to the brook via the allotment site.</p>	(a) TA (c) JM
<p><b>73. COMMUNICATIONS COMMITTEE:</b></p>	
<p><u>LINK Articles</u> (a) Articles had been submitted for the July LINK – SODC Local Plan update, Councillor Vacancy, Celebration of Ken Batley, and a thank you to Rev. Ian Cohen. (b) A Committee meeting is to take place on the 18<sup>th</sup> June to discuss articles for the August edition.</p>	
<p><b>74. NEIGHBOURHOOD DEVELOPMENT PLAN:</b> Cllr. Nabb reported that the Inspector had sent further comments which had required changes made to 2 policies.</p>	
<p><b>75. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b></p>	
<p>(a) SODC had provided a comprehensive update on the Local Plan. <i>"..on 15 May Council endorsed Cabinets recommendations to do more work to determine the most suitable locations for strategic development before we submit the Local Plan. This issue arose because there were concerns over the delivery of Chalgrove Airfield and that it may require a compulsory purchase order to bring it forward for development which created uncertainty for the Local Plan'.. " This work will involve looking again at all available sites for major housing development in the district, this includes housing sites currently proposed in the Plan, along with previously-considered locations that were dismissed and also some additional sites that have been put forward by developers but have not been subject to the Local Plan consultation process previously'.. " This approach is dependent on the response from Government as to whether the delay created by this additional work would significantly impact on the Oxfordshire Housing and Growth Deal. The Deal, agreed by all of Oxfordshire's councils, is to bring £215m of government funding over the next five years to support</i></p>	

<p><i>housing and infrastructure growth. If there is an indication from Government that there will be a significant impact on the deal, the Council agreed that Chalgrove Airfield should stay in the Local Plan as a strategic housing site, with a reserve site or sites added following the detailed site assessment work. We hope for a response from Government by July'.. " The National Planning Policy Framework requires local planning authorities to assess and demonstrate the extent to which existing plans already fulfil the requirement to identify and maintain a rolling five year supply of deliverable land for housing. South Oxfordshire District Council has recently updated its Five Year Housing Land Supply position. As of April 2018 the District has a supply of 5.4 years".</i></p>	
<p>(b) Cllrs. Dudley and Ziemelis are to attend a SHIELD meeting on the 14<sup>th</sup> June.</p>	AD & AZ
<p><b>76. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b></p>	
<p><u>Outstanding Actions</u> (a) Letters are to be sent to all Riparian Owners reminding them not to put garden waste in the brook, and clarifying their responsibilities. (c) Due to the Chalgrove Mill being unoccupied, Griffiths and Partners are to be reminded of their obligation to undertake necessary clearance work and to ensure new tenants are aware of their responsibilities via the signed agreement.</p>	(a) JM (c) JM
<p><u>Chalgrove Flood Alleviation Group (CFAG)</u> It was noted that the Parish Council had not been made aware of the brook walks as agreed.</p>	
<p><u>Marley Lane Blockage</u> Reports had been made to the EA and OCC Bridge Team regarding a suspected blockage under or after the Marley Lane bridge, causing water to back up down the High Street.</p>	
<p><u>Recreation Ground Bridge</u> Cllrs. Pritchard and Ace are to meet with a contractor to obtain a quotation for bank repairs.</p>	AP & TA
<p><b>77. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p>	
<p><u>Completed</u> Repairs to Bob Larter bench, distribution of chippings.</p>	
<p><u>Awaiting Completion</u> Tree works (groundsman), cutting of bushes at Argosy Close, bollard repair in the Village Hall car park, car park signage, Flemming Avenue bollards.</p>	
<p><u>Awaiting Approval</u></p>	
<p>(a) The replacement of 2 benches within the Memorial Garden, at a cost of £1740.00 ex VAT, was not approved. It was agreed that all benches would be assessed in the first instance.</p>	
<p>(b) Increased storage within the Village Hall entrance foyer, at a cost of £1310, was not approved. It was agreed that an inventory be undertaken on the Chalgrove Band equipment in the first instance.</p>	
<p><u>Quotations Required</u> Installation of outside tap at the Pavilion, guttering clearance at the Village Hall, shrubbery clearance behind 24 Chibnall Close, Project ViKToR, MUGA new surface, Emergency Plan container/concrete base/supplies, repainting of American War Memorial lettering, path repair adjacent to recreation ground, Village Hall brickwork repair, Village Hall manhole grip repair, 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>	
<p><b>CORRESPONDENCE:</b></p>	
<p>78. <u>A Baronshurst resident had made a formal complaint</u> to SODC's Environmental Health department regarding the May Day Festival. A meeting is to be held with the May Day Festival Committee to discuss matters further.</p>	JM
<p>79. <u>Peter Clarke, OCC Corporate Services, wrote with an update</u> on the proposal to form a joint working arrangement between Oxfordshire County Council and Cherwell. The decision will be taken by the OCC Cabinet on the 4<sup>th</sup> June before being considered by the Cherwell District Council.</p>	
<p>80. <u>SODC wrote to invite comments on the Little Milton NDP.</u> The consultation is open until</p>	

the 20 <sup>th</sup> June.	
81. <u>Playsafety Ltd wrote to report that the ROSPA assessment is to take place in July.</u>	
82. <u>A Chapel Lane resident had requested that the overgrown shrubbery be cut back surrounding the Wallis/Crookston bench on Cadwell Lane. The landowner had been contacted in the first instance.</u>	JM
83. <u>Mr. G. Leaney had written to report that a total of £3400 was fundraised at the Farewell to Rev. Ian Cohen event on the 2<sup>nd</sup> June. £200 will be given to Ian and Sue Cohen as a gift, with the remainder being split between Chalgrove Age Concern and Chalgrove Primary School.</u>	
84. <u>A High Street resident wrote with his concerns regarding HGVs using the village as a thoroughfare rather than access only. Details of all bridge weight limits are to be requested.</u>	JM

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

P18/S1405/HH	129 High Street	Replace wooden shed with Garden Room APPROVED
P17/S2462/FUL	Land south of 72 Mill Lane	New 2 storey dwelling OBJECTION with comments
P18/S1433/FUL	Land south of 6 Adeane Road	Farm building APPROVED with comments
P18/S1400/O	Land at 31 Mill Lane	Residential development of 5 new dwellings OBJECTION with comments

**86. DECISION NOTICES FROM SODC:**

P17/S0094/O	Land West of Marley Lane	Outline Planning for up to 200 new dwellings. GRANTED
P17/S3053/O	Land adjacent to Warpsgrove Lane	Outline Planning for 230 dwellings. REFUSED
P18/S0323/LB	6 Chapel Lane	Increase the height of chimney stacks (listed building) GRANTED
P18/S1059/HH	21 Baronshurst Dr	Demolition of attached garage. 2 storey side extension. GRANTED
P16/S0514/FUL	8 High Street	Removal of condition 9 on P08/W0147 for the provision of a vehicular turntable. REFUSED
P17/S2462/FUL	Land south of 72 Mill Lane	New 2 storey dwelling. WITHDRAWN

**87. MONTHLY POLICE REPORT:** No report provided.

**88. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner gave a report on: (a) SODC had provided more than £1.3M in grant funding towards community projects during the financial year 2017/2018.

(b) SODC continued to be among the top performers in the country for collecting council tax and business rates. (c) The Local Plan. (d) Sessions held by the South and Vale Safety Partnership to educate parents how to keep their children safe online. (d) Wallingford Riverside Pool. (e) Ask Angela scheme.

**89. REPORT FROM THE COUNTY COUNCILLOR:** Cllr. Harrod provided a report: (a) OCC and Cherwell proposed shared service arrangements. (b) OFSTED ratings. (c) Gill Sanders, the new County Council Chairman. (d) Adult social care. (e) Better broadband.

**90. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** (a) The monthly assessment of equipment had been undertaken by the Clerk. Most areas are satisfactory. (b) Playdale are to be asked for quotations for various improvements to the equipment. (c) Fresh-Air Fitness are to be asked for quotations to repair the outdoor fitness equipment.

**ACCOUNTS:**

91. The cost of Zurich Municipal insurance, at £5283.04, was approved; proposed Cllr. Nabb, seconded Cllr. Pritchard, agreed by all.

**92. ACCOUNTS SANCTIONED FOR PAYMENT:**

006345	SHIELD – Crookston Shield	£50.00
006346	G. Leaney – Rev Ian Cohen donation	£100.00
006351	B. Murphy – youth work	£130.00
006352	N. Kerridge – youth work	£468.00
006353	M. Law – gate caretaking	£100.00
006354	Chalgrove Primary School – hall hire	£23.00
006355	P. Hall – groundsman	£1713.05
006356	P. Hall – groundsman	£150.00
006357	BCB – grass cutting	£648.00
006358	A. Ziemelis – expenses	£10.80
006359	Viking Direct – office & cleaning supplies	£354.81
006360	Castle Water – water supply	£116.37
006361	Friends of Benson Library – donation	£100.00
006362	OCC – bollards	£5988.00
006363	Zurich – insurance	£5283.04

**ANY OTHER BUSINESS:**

- 93. Cllr. Ziemelis requested that the Parish Council draft an article on the recent van robberies and the relevant advice from Thames Valley Police.
- 94. Cllr. Turner noted that more people need to sign up to the TVP alerts.
- 95. Cllr. Nixey requested that the Parish Council write to a landowner on Berrick Road/Mill Lane to cut back the overgrown shrubbery which is obstructing the road.
- 96. Cllr. Dudley reported that the hedgerow at 16 High Street was obstructing the footpath again.
- 97. Cllr. Reed reported that the school hedgerow was obstructing the footpath.

**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.*

- 98. HR COMMITTEE:** There had been no Committee meeting.
- Financial Assistant It was reported that one interview had already taken place, and another would be taking place on the 21<sup>st</sup> June. Both applicants are to be advised of the outcome on the 22<sup>nd</sup> June.
- Clerk Following the receipt of the NALC payscales, an increased salary was approved; proposed Cllr. Nabb, seconded Cllr. Pritchard, agreed by all.

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

**DATES:**

- 18<sup>th</sup> June, Communications Committee, 7pm, James Martin Room
- 21<sup>st</sup> June, Planning Committee, 6.45pm, James Martin Room
- 21<sup>st</sup> June, Recreation Committee, 7.15pm, James Martin Room
- 28<sup>th</sup> June, Extraordinary Parish Council Meeting, 6pm, James Martin Room
- 3<sup>rd</sup> July, Youth Club Committee meeting, 6pm, Youth Centre
- 5<sup>th</sup> July, Parish Council Meeting, 7.30pm, James Martin Room

The meeting closed at 10.17pm

Signed: ..... Chairman