

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 6<sup>th</sup> June 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:** 1

45. The minutes of the meeting held 9<sup>th</sup> May 2019 were approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Waters, agreed by all.

### **PUBLIC SESSION**

46. Mrs. Heather Topping, Chair of the First Steps Family Hub, attended in order to discuss the Hub's request for a donation.

#### **MATTERS ARISING:**

47. VANDALISM & ASB: (a) There had been no further reports of young people smoking drugs close to the Youth Centre, School, and Under 8s Play Area. (b) A group of young people had held a party on the Top Rec but there had been no litter or noise complaints. (c) It was suspected that Jubilee Walk tree number 16 had been vandalised. Further discussions are to take place regarding its location and replacement.

TA

#### 48. 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 is to be 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. (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.

PW & JM

JM

JM

49. SODC DEEP CLEAN: SODC completed a deep clean over 4 days in May.

50. OVERGROWN HEDGEROW – BERRICK ROAD: The overgrown hedgerow had been reported to Highways due to the foliage hanging over the road. No work had been undertaken and Highways are to be chased again for action.

JM

51. JOINT USER AGREEMENT: The draft amended agreement had been sent to the Primary School some time ago and the Head Teacher had been asked for an update with no response. Further correspondence had been sent to ask for a meeting with the headteacher; the Chairman awaits her response.

AP & JM

52. 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 are to be measured so that further plaques can be ordered.

(b) TA  
(c) TA

53. OXFORDSHIRE 2050 PLAN: Cllr. Dudley attended a meeting with several Oxfordshire NDP groups on Saturday 11<sup>th</sup> May; the minutes are available from the Parish Council office. Cllr. Dudley reported that the meeting was valuable and that an interim Executive Group would convene to prepare the next steps in creating a formal body and drafting letters to respond to the Oxfordshire 2050 Plan which will detail the next round of planning beyond the proposed development within the current Local Plans. The full group

will next meet in September 2019.	AD
54. FIRST STEPS FAMILY HUB: (a) The Parish Council had been unable to attend the Hub's AGM and therefore Cllrs. Pritchard and Turner attended a separate meeting to discuss the current status of the Hub. (b) Mrs. Heather Topping, Chair of the First Steps Family Hub, had formally requested a donation for the financial year 2019/2020. A donation of £5,000.00 was approved; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.	JM
55. MATTERS UNRESOLVED: Speed Indication Device, Village Hall storage project, 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.	
56. MATTERS ON HOLD: Fish & Chip van noise complaint, Community Service street cleaning, Local Council award.	
<b>57. APPLICATION FOR THE MODIFICATION OF THE DEFINITIVE MAP:</b> Following Mr. Knight's application to modify the Definitive Map, the Parish Council had been invited to comment on the County Council's draft determination report, whereby the Parish Council had already been informed of the County Council's intent to record part of the recreation ground as a Restricted Byway which would allow a right of way on foot, on horseback, leading a horse, cycling, or for any vehicles other than mechanically propelled vehicles. The Parish Council's formal objection to the draft determination report had been submitted on the 17 <sup>th</sup> May 2019 and Eleanor Hazlewood, County Council Technical Officer, noted that the report will be sent to their Legal Services team for determination.	
<b>58. FINANCE COMMITTEE:</b> A Committee meeting had been held on the 30 <sup>th</sup> May; minutes are available from the Parish Council office.	
<u>Internal Audit</u> (a) Mr. Terry Fisher had completed the internal audit for the 2018/2019 financial year on the 22 <sup>nd</sup> May 2019. His report showed that appropriate accounting records and adequate internal controls had been kept throughout the year. (b) It was agreed to appoint Mr. Terry Fisher as the Internal Auditor for the next financial year.	
<u>2018/2019 Accounts</u> (a) All Councillors approved the Parish Council accounts for the year 2018/2019; proposed Cllr. Nabb, seconded Cllr. Dudley, agreed by all. (b) All Councillors reviewed the Annual Governance Statement 2018/2019 and then certified that it had been completed correctly; signed by the Chairman and Clerk (RFO). (c) All Councillors certified that the accounting statement 2018/2019 presented fairly the financial position of the Council and its income and expenditure; signed by the Chairman and Clerk (RFO).	
<b>59. ALLOTMENT COMMITTEE:</b> A Committee meeting had been held on the 16 <sup>th</sup> May; minutes are available from the Parish Council office.	
<u>Election of Committee Chairman</u> Cllr. Ace had been unanimously re-elected as Committee Chairman; proposed Mr. Brian Wilson, seconded Cllr. Pritchard.	
<u>Invoicing</u> (a) Updates were given on payments of 2019 invoices. (b) 2020 invoices are to be distributed in November 2019 with an end of year deadline for payment.	(b) JM
<u>Mill Lane Water Bill</u> (a) It was reported that a very high water bill had been received for the Mill Lane allotments, totalling £772.05; showing a usage of approximately 451 cubic metres between September 2018 and February 2019. Checks had been made by the Mill Lane site manager and the accuracy of the meter is to be disputed. Castle Water are to arrange an inspection of the meter, at a cost of approximately £80 if no fault is found.	(a) JM
(b) Payment of the bill is to be made due to the receipt of demand letters. (c) As a precaution, the water connection to Mr. Nixey's land is to be disconnected as the usage is not metered.	(c) TA
<u>Mill Lane Site</u> (a) A tenant is to be charged a £100 clearance fee, as per the tenancy agreement, due to non-clearance of the plot. (b) Due to various clearance works required a skip is to be arranged, at a maximum cost of £160 excluding VAT; proposed Cllr. Ace, seconded Cllr. Pritchard, agreed by all.	(a) JM (b) JM
<u>Bypass Site</u> (a) Hedge cutting quotations are required. (b) There is still a voluntary Site	(a) JM

Manager vacancy.

**60. FOOTPATH & LIGHTING COMMITTEE:** A Committee meeting had been held on the 16<sup>th</sup> May; minutes are available from the Parish Council office.

Election of Committee Chairman Cllr. Reed had been unanimously re-elected as Committee Chairman; proposed Mr. Ace, seconded Cllr. Pritchard, agreed by all.

Review of Areas A review of areas was completed.

Log Sheets & Resident Letter A review of paperwork was completed and approved.

**61. CHALGROVE PUBLIC PURPOSES CHARITY (COIF):** There had been no trustee meeting.

Annual Return Cllr. Reed had forwarded the online log-in information to the Clerk who is to complete the outstanding annual returns.

Land Registry 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.

**62. 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.

**63. PROJECT VIKTOR:** A Committee meeting had been held on the 30<sup>th</sup> May; minutes are available from the Parish Council office.

Contract (a) All Councillors had reviewed the draft contract and suggested amendments had been made. (b) Cllr. Gray proposed that the contract include a retention of 5% for a period of 6 months to allow for any snagging or faulty workmanship. The suggestion was met with objection and a vote took place between the following proposals (i) to include a retention of 5% over 6 months within the contract, (ii) not to include a retention within the contract, or (iii) to seek legal advice from OALC before decisions are made. The decision to not include a retention within the contract was made following a vote; 4 in favour, 1 against, and 1 abstention.

Costs and Funding (a) All Councillors reviewed and approved all costs associated with Project ViKToR; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.

<i>Work Description</i>	<i>Approved Contractor</i>	<i>Cost (ex VAT)</i>
Kitchens & associated electrics	Shape Up Development	£27,097.08
Toilets	Shape Up Development	£27,195.00
Roofing	Shape Up Development	£35,361.50
Flooring	Shape Up Development	£12,763.00
Audio Visual	City Audio Visual	£13,019.00
	<i>Total Project Cost</i>	<i>£115,435.58</i>

(b) All Councillors reviewed and approved the funding associated with Project ViKToR; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.

<i>Grant Funder</i>	<i>Requested (ex VAT)</i>	<i>Secured (ex VAT)</i>
SODC	£55,625.00	£41,718.00
Doris Field	£1,000.00	£1,000.00
CIL Monies (CHAL7)	n/a	£72,717.58
	<i>Total Secured Funding</i>	<i>£115,435.58</i>

Payment A deposit payment of £61,626.20 had been made to Shape Up Development, as per their Terms & Conditions; proposed Cllr. Ziemelis, seconded Cllr. Pritchard, agreed by all.

**64. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove):**

Meeting with Bovis Homes Councillors had met with representatives from Bovis Homes and Mr. Mike Moss: (a) Due to delays in moving forward with the development, Mr. Moss was reminded of the permission letter signed by the MOD and other relevant parties; a copy is to be sent. (b) The Parish Council requested that the developer liaise with Thames Water due to the need for a new pumping station on Marley Lane. (c) There were still queries over the maintenance of the open space. (d) A public exhibition is to be held on the 13<sup>th</sup> June to discuss the proposed plans. (e) It was requested that the developer assist the Chalgrove Scouts in the demolition of the old Scout hut and a meeting is to be held

JM

JM

(a) JM

(b) JN & JM

(a) JM

<p>between the developer and the Scout Committee.  <u>Homes England</u> The Parish Council had written to SODCs Planning team with their concerns that Homes England were holding up the development; SODC had responded to say they didn't believe Homes England had caused any delay. The matter is to be left with the developer and SODC Planning to discuss further if required.</p>	
<p><b>65. DEVELOPMENT – CHAL7 (east of Chalgrove):</b>  <u>Site Concerns</u> (a) It was noted that there was still no site office or site manager to deal with the public queries or concerns. (b) It was reported that vehicles parking on the B480 grass verge outside the site continued to block vision for those driving out of Monument Road, despite the Police having been in touch with them previously. Contact is to be made with the developer advising them of the concerns.</p>	(b) JM
<p><u>Footpath Closure</u> Public complaints had been made regarding the lack of diversion and closure signs for the closure of Footpath 155/15. The developer is to be asked to replace the signage.</p>	JM
<p><b>66. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b>  (a) SODC discussions regarding the future of the Local Plan are ongoing. (b) It was agreed by all to send a letter to all new SODC Councillors reminding them of the situation in Chalgrove.</p>	(b) AP & JM
<p><b>67. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b>  <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>	JM
<p><u>Multi-Agency Meeting</u> All agencies are to be invited to a meeting. It was suggested that, in the event of not securing a date, the Parish Council would meet each agency individually.</p>	JM
<p><u>Frogmore Ditch</u> A meeting is to be held with John Backley, SODC, 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. The Parish Council still await his suggested meeting dates and a letter is to be sent reminding them of the urgency of this work.</p>	AP & JM
<p><b>68. WORKS &amp; ORDERS:</b> 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.</p>	AZ & PW
<p><u>Completed:</u> n/a  <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, 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><b>CORRESPONDENCE:</b>  69. A Monument Road resident wrote to request whether, due to the approved developments totalling 320 new homes, the speed limit in the village should be reduced to 20mph. It was clarified that the process of reducing speed limits was very complicated and required evidence that it was required; Cllr. Steve Harrod, County Councillor, is to be asked for further advice. The resident is to be made aware of the Parish Council's</p>	JM

intention to install a speed indication device which will be moved regularly to different parts of the village.	
70. Playsafety Limited wrote to advise that the annual ROSPA recreation ground inspection would take place in July. The Parish Council were invited to accompany the inspector during the visit at a cost of £42.0 ex VAT; it was agreed by all that this was not necessary.	
71. A Langley Road resident wrote with her concerns over the overgrown vegetation which could block the brook and cause flooding. The River Thame Conservation Society had been contacted in order to identify the shrubbery and advise on how it could be cleared. The resident had been advised that all clearance work should be undertaken by the riparian owners but that the Environment Agency would be contacted for their assistance.	JM
72. Oxfordshire County Council wrote with details of their traffic sensitive streets consultation; to decide which areas require better regulation in the flow of traffic by managing when utility companies undertake work. The maps are to be reviewed before completing the consultation.	AP & JM
73. Miss. Amber Chainey, Watlington Parish Council, wrote to request that the Parish Council declare a climate emergency for Chalgrove. It was agreed that a small Committee be set up to discuss the matter further and to meet with Watlington Parish Council; Committee members will include Cllrs. Nabb, Dudley, Ziemelis, and Waters.	JM
74. John Howell MP and Mr. Adrian Duffield, SODC Planning, both wrote to alleviate rumours surrounding the Local Plan's effect on Neighbourhood Development Plans. It was clarified that NDPs can exist independently where a Local Plan has not been made or has been withdrawn. The statements are to be placed within the public domain.	JM
75. A High Street resident urged the Parish Council to organise repairs to the railings outside 63 High Street. Highways are to be chased for action. The resident also queried whether the railings would be painted and it was clarified that it had last been done in 2010 funded by the Parish Council and that it had not been budgeted for this financial year; High Street residents may paint the section of railings outside their own properties if they wish to.	JM
76. Thames Travel wrote with details of the new bus timetable, effective 14 <sup>th</sup> July. Whilst the timetable itself contained only minor changes, the bus number is to be changed from T1 to 11. The details are to be placed within the public domain.	JM
77. OALC wrote with details of their AGM on the 1 <sup>st</sup> July. Cllrs. Pritchard and Fisher are to attend.	AP & DF
78. OALC wrote with a reminder to check that the Parish Council Standing Orders are up to date. They are to be reviewed and amended if necessary.	JM
79. OALC wrote with a reminder of their Roles & Responsibilities workshops following the election. A workshop is to be scheduled for all Councillors.	JM

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

None

**81. DECISION NOTICES FROM SODC:**

None

<b>82. POLICE REPORT:</b> The Thames Valley Police Action Day is to take place on the 22 <sup>nd</sup> June. Parish Council volunteers are required to assist with the event.	ALL
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**83. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner's full report is available from the Parish Office. The report included information on the SODC elections, the Local Plan, and the OVO Energy Women's Tour.

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

**85. 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:**

86. Two cheques had been signed outside of meetings; 006624 – 006625.

**87. ACCOUNTS SANCTIONED FOR PAYMENT:**

006624	Funtime Bounce – replacement for missing cheque	£975.00
006625	Shape Up Development – Project ViKToR	£61626.20

006631	M. Burgess – financial assistance	£253.00
006632	M. Law – gate caretaking	£80.00
006633	N. Kerridge – youth work	£468.00
006634	B. Murphy – youth work	£130.00
006635	Countryside Estate Services – Village Hall cleaning	£1127.50
006636	Countryside Estate Services – groundsman	£1000.00
006637	Countryside Estate Services – groundsman	£1093.67
006638	Yorkshire Gas & Power – gas supply	£375.00
006639	TalkTalk Business – web hosting	£176.82
006640	Viking – office & cleaning supplies	£296.38
006641	T. Fisher – internal audit	£150.00
006642	MK Watts – grass cutting	£702.00
006643	Zurich Municipal – insurance policy 2019/2020	£5377.56
006644	Chalgrove Festival Committee – donation	300.00
006645	Castle Water – water supply	£212.26
006646	Castle Water – water supply	£732.25

**ANY OTHER BUSINESS:**

88. Cllr. Ziemelis suggested that the Skatepark artwork be redesigned by way of an art competition involving the school. The matter is to be discussed further by the Recreation Committee.

JM

**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.

**89. HR COMMITTEE:** Discussions took place regarding current employees and contractors.

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

**DATES:**

- 18<sup>th</sup> June, Youth Club Committee, 6pm, Youth Centre
- 18<sup>th</sup> June, Communications Committee, 7.30pm, James Martin Room
- 20<sup>th</sup> June, Planning Committee, 7pm, James Martin Room
- 20<sup>th</sup> June, Village Hall Committee, 7.30pm, James Martin Room
- 22<sup>nd</sup> June, Emergency Planning Committee, 10am, Recreation Ground
- 4<sup>th</sup> July, Parish Council Meeting, 7.30pm, James Martin Room

The meeting closed at 9.11pm

Signed: ..... Chairman