

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 4th June 2020**, via video call.

Present:

Cllr. A. Pritchard, Chair	Cllr. R. Reed
Cllr. J. Nabb, Vice-Chair	Cllr. A. Dudley
Cllr. D. Turner, also Dist. Cllr.	Cllr. A. Ziemelis
Cllr. B. Gray	Cllr. P. Waters
Cllr. T. Ace	Cllr. D. Fisher

Apologies Accepted: n/a

Not present: Cllr. C. Nixey

Members of the public: n/a

1. ELECTION OF CHAIRMAN: Cllr. Pritchard was unanimously re-elected as Chairman; proposed Cllr. Gray, seconded Cllr. Dudley, agreed by all.

2. ELECTION OF VICE-CHAIRMAN: Cllr. Waters was unanimously elected as Vice-Chairman; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.

3. RECONSTITUTION OF COMMITTEES:

Allotments: Cllrs. Ace (Chair), Pritchard, Waters, Gray & Nixey. With Mr. Alan Shorter.

Communications: Cllrs. Dudley (Chair), Pritchard, Waters, Nabb, Ziemelis & Fisher.

Footpaths & Lighting: Cllrs. Reed (Chair), Pritchard, Waters, Turner, Ace, Dudley & Fisher.

Finance & HR: Cllrs. Nabb (Chair), Pritchard, Waters, Reed, Gray, Ace & Fisher.

Planning: Cllrs. Pritchard (Chair), Waters, Reed, Gray, Dudley & Nixey.

Recreation: Cllrs. Ace (Chair), Pritchard, Waters, Reed, Turner, Gray, Nixey & Fisher.

Village Hall: Cllrs. Ziemelis (Chair), Pritchard, Waters, Gray and Dudley. With Ms. Jeanette Barrington.

Youth Club Management: Cllrs. Pritchard (Chair), Waters, Turner & Fisher. With Mrs. Kelly Potter.

Emergency Planning: All Councillors.

Neighbourhood Development Plan Committee: Cllrs. Nabb (Chair), Pritchard, Waters, Turner, Dudley, and Ziemelis.

Chalgrove Charity Trustees: Cllrs. Gray and Reed.

Age Concern Trustees: Cllrs. Pritchard and Ace.

All members of Committees and Council representatives on the Trustees were proposed on bloc by Cllr. Pritchard, seconded by Cllr. Nabb, agreed by all.

4. It was noted that the Annual General Meeting of the Parish Council had been held one month late due to Covid-19 restrictions.

5. The minutes of the meeting held 7th May 2020 were amended, approved and then signed by the Chairman; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.

6. DELEGATED POWERS:

Following updated Government legislation allowing Parish Councils to lawfully conduct virtual meetings, it was agreed that all Councillors could now attend this and all future meetings using an online platform until such time that the Parish Council could meet in person. Delegated powers, which had been previously given to Cllrs. Pritchard, Nabb and the Clerk for the purposes of undertaking anything expedient and necessary to ensure the continuous business of the council, were rescinded, resuming to normal Standing Orders; proposed Cllr. Waters, seconded Cllr. Ace, agreed by all.

7. COVID-19 PANDEMIC:

Volunteers Scheme

(a) The present volunteer scheme continued to be successful. Those in need call the Clerk directly and then, based on what they need assistance with, a volunteer is allocated. The Parish Council continues to get referrals from the NHS, County Council and District Council, and the same process is followed.

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<p>(b) It is a troubling time for many, financially, and the Parish Council are working alongside two local charities to distribute food parcels to those who need them.</p> <p>(c) It is expected that the Parish Council will continue offering assistance despite the relaxation of the regulations. It was agreed that discussions would take place regarding the closure of the Parish Council Covid-19 volunteer scheme following the re-opening of the Village Hall.</p> <p><u>Communication</u></p> <p>It was noted that there is sufficient monies left over from Cllr. Harrod's grant for the purposes of communication. Discussions are to take place with the Communications Committee.</p> <p><u>Village Hall</u></p> <p>(a) Village Halls are among the Government's list of businesses and venues that are required by law to stay closed. In the Recovery Strategy Roadmap that the government published last month, recovery is set out in 3 steps.</p> <p>(i) In step 2 it says that children are anticipated to be able to attend early years settings from 1st June. Chalgrove Village Hall does not currently house any preschools, but had offered the Hall to the Chalgrove Primary School should they need extra space. It was reported that this is not required at present.</p> <p>(ii) Village Halls appear likely to be allowed to open in Step 3, hoped to be the 4th July, providing they meet Covid-19 guidelines. It is unknown as yet what these guidelines will entail but it was noted that it will likely include a restriction on the number of people allowed in the Hall, a need for sanitising stations at all entrance/exit doors, and an increased cleaning schedule.</p> <p>(b) Required Covid-19 risk assessments will be drafted.</p> <p>(c) All regular hirers will be notified of the expected Government briefing date, but it is to be clarified that this is not the expected re-opening date.</p> <p><u>Recreation</u></p> <p>(a) All play areas and outdoor fitness equipment must legally remain closed.</p> <p>(b) Outdoor recreational areas (MUGA, Tennis Court, Skate Park) may re-open on the provision that the Parish Council can open them safely and responsibly. It was agreed by all that, as the social distancing cannot be supervised within those areas, that they will remain closed at this time.</p> <p>8. FINANCE COMMITTEE:</p> <p>A Finance Meeting had been held online on the 28th May. The minutes of the meeting can be found at Appendix A.</p> <p>(a) Councillors were reminded of the dates scheduled within the meeting.</p> <p>(b) Cllr. Turner queried whether the Parish Council had received the first half of the 2020/2021 Precept from SODC. It was clarified that the Parish Council had received the funds in April.</p> <p>9. SODC LOCAL PLAN / AIRFIELD DEVELOPMENT:</p> <p>(a) It was reported that the next stage of SODC's Local Plan will be an Examination In Public (EiP), which will take place online. STRAT7, which specifically refers to Chalgrove Airfield, will be discussed on the afternoon of the 28th July.</p> <p>(b) All correspondence and guidelines had been distributed to all Councillors, but in summary: (i) If the Parish Council is happy to rely on their previous written correspondence then nothing more is required and the inspector will take the comments into consideration whilst examining the plan. (ii) If the Parish Council wishes to participate in the hearing then they must register the speakers by 5pm on the 12th June. (iii) If the Parish Council wishes to submit further written comments then they must submit these by 5pm on the 26th June. (iv) The online hearing will take place using Microsoft Teams; a new online platform to the Parish Council and therefore practice sessions will be arranged for those requiring it.</p> <p>(c) It was noted that the EiP will be the final opportunity to object to development on the Airfield. The Parish Council's written statements and public representation will be discussed further in a separate meeting on the 11th June.</p>	<p>JM</p> <p>JM</p> <p>JN & JM</p> <p>JM</p> <p>PW & JM</p> <p>(a) ALL</p> <p>AP,DT,AD,JN</p>
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<p>10. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove): It had been noted that, following the Parish Council's objection, the Reserved Matters planning application for the site (P20/S1262/RM) had been removed from the SODC website. Following a query sent to the Planning Officer, the Parish Council were notified that the application had been placed on hold pending the developers supplying additional information and detailed plans and that, once it had been received, the Parish Council would be reconsulted.</p>	
<p>11. PLANS (Parish Council decision only): None</p>	
<p>ACCOUNTS:</p>	
<p>12. There had been no cheques signed outside of meetings.</p>	
<p>13. ACCOUNTS SANCTIONED FOR PAYMENT:</p>	
<p>006882 K. Burgess – financial assistance £82.50 006883 Countryside Est. Services – groundsman £1275.93 006884 M. Law – gate caretaking £80.00 006885 TalkTalk Business – web hosting £96.28 006886 TLGO – grass cutting £360.00 006887 R. Murphy – litter picking £196.46</p>	
<p>ANY OTHER BUSINESS:</p>	
<p>14. It was reported that on the 7th May the Parish Council were alerted by a Mill Lane resident to a possible contamination of the back brook which allegedly caused the resident's child to become unwell. The Parish Council had immediately issued a safety announcement online as a precaution. The Parish Council had been unable to obtain any updates from Thames Water and the Environment Agency following their visit to the site to take water samples on the same day. A letter had been sent by the Chairman to Thames Water requesting further information and clarification on the safety of the watercourse; a response was received to state that they were looking into it. 15. New legislation, due to Covid-19, allowed the cancellation of the Annual Parish Meeting which was due to be held in May. This meeting, attended by the public, provides reports on what the Parish Council have done in the previous financial year, and what is intended for the forthcoming financial year, along with awarding the Crookston Shield. Whilst no Annual Parish Meeting is required until May 2021, it was agreed by all to hold an informal public gathering, when allowed, to report on actions undertaken throughout Covid-19 and declare the winners of the Crookston Shield and Ken Batley Poetry Competition for Juniors. 16. Cllr. Gray spoke of the need to allocate more funding to the Street Cleaning position due to the state of the footpaths and kerbs. Further information is to be sought. 17. It was reported that SODC/BIFFA would be undertaking their annual Deep Clean in Chalgrove over 4 days in August; litter picking, sweeping and removing weeds/moss on pavements. It was noted that they will not spray weeds, cut grass or vegetation or remove weeds or moss which are on roads/kerbs. The Parish Council are to submit a prioritised list of areas which require cleaning. 18. Cllr. Waters thanked the Clerk for the work involved in co-ordinating the Parish Council Covid-19 volunteer scheme. 19. Cllr. Dudley reported that the hedgerows at Church Cottages required cutting back as a matter of urgency. The residents are to be informed. 20. Cllr. Dudley enquired as to whether there had been any registrations of interest for the Litter Picking and Village Hall Cleaning vacancies. It was reported that there had been many responses so far, and that formal applications would be accepted at a later date.</p>	<p>ALL JM ALL JM JM</p>
<p>Exclusion of the public: <i>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.</i></p>	
<p>21. COMPLAINT AGAINST A COUNCILLOR: Correspondence had been received from the complainant stating that they will not be taking their complaint any further. The Parish Council now deem the matter closed.</p> <p>22. COMPLAINTS PROCEDURE:</p>	

The Public Complaints Procedure was approved by all and will be displayed on the Parish Council website.	JM
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Inclusion of the public: *The public were no longer excluded.*

The meeting closed at 8.35pm

Signed: Chairman

Appendix A

CHALGROVE PARISH COUNCIL

Finance Committee Meeting – Thursday 28th May 2020

Held online

Present: Cllr. Pritchard Cllr. Dudley
Cllr. Gray Cllr. Ziemelis
Cllr. Ace Cllr. Waters
Cllr. Reed Cllr. Fisher

Apologies Accepted: Cllrs. Nabb & Turner

Not present: Cllr. Nixey

Public: None

Audit Timeline

(a) The Clerk reported that Parish Councils had been allowed a 2 month extension to submit the finalised accounts to the External Auditor, due to the difficulties during Covid-19. The deadline for submission of the accounts would now be the 31st August 2020.

(b) The Clerk discussed the expected timeline:

- accounts to be completed and formatted correctly by the 4th June JM
- Internal Audit to take place between the 4th June and 24th June JM
- a Finance Committee meeting, for all Councillors, to take place on the 25th June where the Clerk will present and explain the 2019/2020 accounts ALL
- formal approval of the accounts to take place at the Parish Council Meeting on the 2nd July ALL
JM
- accounts to be submitted by the end of July
- the above timeline allows extra time before the August deadline in order to deal with any unexpected issues

Online Zoom Meetings

It was noted that the Parish Council were happy to continue using the Zoom platform to undertake meetings online.

The current free package was restricted to 40 minutes per meeting.

It was agreed by all to upgrade to the Pro package, allowing for unlimited meeting duration, at a cost of £11.99 per month, to be paid by the Clerk and claimed back on expenses; proposed Cllr. Dudley, seconded Cllr. Waters, agreed by all. JM