

CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 2nd March 2017.**

Present: Cllr. A. Pritchard, Chairman
 Cllr. J. Nabb
 Cllr. K. Batley
 Cllr. T. Ace
 Cllr. R. Reed
 Cllr. A. Dudley
 Cllr. B. Wilson
 Cllr. A. Ziemelis
 Cllr. C. Nixey

Apologies Accepted: Cllrs. Turner & Gray

Not present: n/a

Members of the public: 2

417. The minutes of the meeting held 2nd February 2017 were amended, approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Ace, agreed by all.

PUBLIC SESSION	
418. A resident, and school governor, brought letters from the Year 4 students regarding the amount of dog mess near the school and in general throughout the village. It was agreed by all that a letter be written to the class thanking them for highlighting the issue and that a Cleaner Chalgrove campaign would be initiated with the help of the Parish Council. A donation of £50, towards the cost of free dog mess bags placed weekly in the dispensers by Cleaner Chalgrove, was approved; proposed Cllr. Pritchard, seconded Cllr. Batley, agreed by all.	AP JN & JM
419. A resident, and dog walker, reported that food and garden waste had been regularly dumped on the recreation ground bordering the Chibnall Close houses. A letter is to be sent to all residents bordering the recreation ground stating that this is unacceptable behaviour and to highlight the danger of dogs eating the food waste.	JM
420. A resident reported that there had been several reports on social media regarding anti-social behaviour in the village; young people knocking on doors late at night. The Parish Council are to speak with the Youth Workers and are to highlight the concerns within a LINK article.	JM
MATTERS ARISING: 421. SPEEDING: Chalgrove Parish Council await dates that they may use the Speed Indication Device. Thames Valley Police are to be chased.	JM
422. VANDALISM & ASB: (a) During the public session, the Parish Council had been made aware of young people knocking on doors late at night. (b) There had been many incidences of glass being broken on the skate park, the over 8s play area, and surrounding areas. CCTV had been checked and the groundsman continues to check and clear the areas when required. (c) Bags containing full bottles of beer had been found hidden on the recreation ground and on the roof of the Village Hall.	JM
423. CHARITIES ACCOUNT: The Clerk continues to research how the land at the 'Top Rec' and the Mill Lane allotment site is tied to the Charity.	JM
424. THE BIG CLEAN: BIFFA had allocated 2 more days to Chalgrove and the work was reported as being done. BIFFA had been asked for clarification on which roads had been cleaned and how long they were there. A response stated that the Baronshurst Drive junction, Quartermain Road junction, and Brinkinfield Road junction had been cleared in November 2016. No further action is required at this time.	JM
425. AMERICAN WAR MEMORIAL: Discussions took place regarding the laurel hedging surrounding the war memorial and the need to cut it back. There had been no response from Jennings or Martin Baker regarding the request for help disposing of the cuttings. Chalgrove	TA & CN

<p>Parish Council are to undertake the work required and dispose of the cuttings.</p> <p>426. DELAYS TO THE NDP – EXPLANATION LETTER: A letter to SODC had been drafted in order to explain, in depth, the reasons for the delays in the NDP which include (a) change of SODC contacts, (b) the application for funding, and (c) flood mapping. The Clerk awaits instruction from Cllr. Turner before sending.</p>	DT & JM
<p>427. MILL LANE SIGNAGE: The need for a new road sign had been reported to OCC.</p> <p>428. MATTERS UNRESOLVED: Community assets, energy audit, footpath sidings employment, broken railing at the High Street, land at Hardings, land Registry (Mill Lane allotments & recreation areas), Chalgrove Battle Group notice boards, Chalgrove Band equipment, Chapel Lane alleyway shrubbery responsibilities, stable planning permissions at Mill Lane, tennis.</p>	
<p>429. MATTERS ON HOLD: Future of the Chalgrove Post Office, parked cars outside the Post Office, Community Service street cleaning, Local Council award.</p>	
<p>430. CHILDREN'S CENTRE: An HR Committee meeting had been held on the 8th February 2017 to discuss the proposal that Chalgrove Parish Council administer the pay to the self employed workers, on behalf of the Chalgrove & Watlington Children's Centre (C&WCC) Management Committee, until such point that they are able to employ staff on a PAYE system. Redacted minutes of the meetings are available from the Parish Office.</p>	
<p>(a) It was agreed by full Council to proceed with the administration of pay, with Watlington Parish Council paying half the administration costs. A letter is to be sent to Watlington Parish Council detailing this arrangement. (b) Contract of Service documents had been drafted and distributed, and Chalgrove Parish Council await further instruction from the C&WCC Management Committee.</p>	JM
<p>431. ANNUAL PARISH MEETING & CROOKSTON SHIELD: The Annual Parish Meeting is to be held on Friday 21st April. (a) Reports are to be given by the Clerk detailing the previous year's activities, and the Chairman detailing events in the coming year. (b) The Parish Council display is to be on show throughout the meeting and refreshments are to be served. (c) River Thame Conservation Trust had been invited to give a presentation. (d) The deadline for Crookston Shield nominations will be Friday 14th April.</p>	(a) AP & JM (b) JM
<p>432. ALLOTMENT COMMITTEE: A Committee meeting had been held on the 21st February 2017 and minutes are available from the Parish Office.</p>	
<p><u>Vacant Plots</u> It was agreed by all to advertise the vacant plots in the LINK. An article is to be drafted and approved by the Communications Committee.</p>	JM
<p><u>Finances</u> It was requested that an income and expenditure report be produced, split by site, for the last 5 years.</p>	JM
<p><u>Other matters discussed</u> included invoicing, fly-tipping, and reports from the Site Managers.</p>	
<p>433. YOUTH CLUB COMMITTEE: A Committee meeting had been held on the 20th February 2017 and redacted minutes are available from the Parish Office.</p>	
<p><u>Policies</u> Following amendments, the Committee had approved the changes to the Youth Club policies, which were signed by the Chairman and the Clerk. The approved policies include: Youth Club Management Committee Constitution, WIFI Acceptable-Use Policy, Illegal Substances Policy, Youth Participation Policy, Confidentiality Policy, Quality & Diversity Policy, Risk Assessment Policy, Health & Safety Policy, Job Descriptions, Incident Report, Parental Permission Form.</p>	
<p><u>Oxfordshire Youth</u> Full membership with Oxfordshire Youth, at a cost of £72 ex VAT, was approved by full Council; proposed Cllr. Reed, seconded Cllr. Pritchard, agreed by all.</p>	
<p><u>Fun Day</u> The Committee aim to hold a Fun Day in September.</p>	
<p><u>Other matters discussed</u> included activity schedules, drug and alcohol awareness workshops, DBS checks, volunteers required, fire drill procedures, incident reports, equipment required, establishment issues or queries, finances and reports from the Youth Workers.</p>	
<p>434. COMMUNICATIONS COMMITTEE: A Committee meeting had been held on the 23rd February 2017 and the minutes are available from the Parish Office.</p>	

<p><u>Newsletter</u> It was agreed to distribute the Spring newsletter in April. All Councillors were asked to contribute where required.</p>	ALL
<p><u>Parish Council Website</u> Updates and further maintenance are required. Quotations are to be obtained for technical assistance.</p>	JM
<p><u>Tea Party</u> It was agreed to hold a tea party in June, to be held alongside the nationwide events in remembrance of Jo Cox MP. Costings are to be brought to the next meeting.</p>	JM
<p><u>Other matters discussed</u> included LINK articles, the May Day festival stall, the Annual Parish Meeting and the Crookston Shield.</p>	
<p>435. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) COMMITTEE: Cllr. Nabb reported on the work undertaken by the NDP Committee. (a) The Committee have now produced a draft plan which had been sent to SODC for comments. (b) A public drop-in event is to be held on the 18th March to show the proposed policies within the plan.</p>	
<p>436. PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</p>	
<p><u>SHIELD</u> The resident's action group, now known as SHIELD, had distributed an informative leaflet to all households.</p>	
<p><u>HCA</u> It was reported that HCA had visited the local schools to discuss their proposed plans with the students.</p>	
<p>437. FLOOD ALLEVIATION & EMERGENCY PLANNING:</p>	
<p><u>Chalgrove Parish Council Actions</u> Following the multi-agency meeting on the 16th February 2017, the Parish Council are to (a) continue to liaise with riparian owners and landowners. (b) request that the owners of the Chalgrove Mill repair or remove the Mill wheel. (c) obtain quotations to build up the eroded bank at the Recreation Ground bridge. (d) obtain further details regarding taking on the responsibility of grip clearance as part of Oxfordshire Together.</p>	(a) JM (b) JM (c) JM (d) JM
<p><u>Emergency Plan</u> It was agreed that the Parish Council would ask for more volunteer stewards within the newsletter.</p>	JM
<p><u>SODC/Monson</u> Following the difficulties in clearing the culvert between the Church and Frogmore, due to unsuccessful attempts by SODC to gain permission to access the land required, the Parish Council are to write asking that the Frogmore related works be done regardless.</p>	AP & JM
<p><u>Other matters discussed</u> included brook clearances, flood reports, pinch points, and actions required by the EA, SODC and OCC.</p>	
<p>438. WORKS & ORDERS: Discussions took place regarding the works and orders.</p>	
<p><u>Completed</u> Erection of 'No Dogs' signage on the MUGA and tennis courts, erection of 'Emergency Vehicle Access' signage on the recreation ground gate, hedge trimming at the Mill Lane allotments, delivery and distribution of gravel at the Mill Lane allotments.</p>	
<p><u>Awaiting Completion</u> Arrival of office furniture, repairs to the tile roof at the High Street bus stop, Village Hall boiler service.</p>	
<p><u>Awaiting Approval</u></p>	
<p>(a) The jetting and clearing of the car park drains by the school, at a cost of £250 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Batley, agreed by all.</p>	
<p>(b) Spiking, fertilising and rolling Janes Meadow and the top part of the 'top rec', at a maximum cost of £800 ex VAT, was approved; proposed Cllr. Wilson, seconded Cllr. Ace, agreed by all.</p>	
<p><u>Quotations Required</u> 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, recreation ground pitch improvements.</p>	
<p><u>On Hold</u> French drain for flooded footpath next to recreation ground, updated Jubilee Walk tree plaque.</p>	

<p>CORRESPONDENCE:</p> <p>439. <u>Cllr. John Cotton, Leader of SODC, wrote</u> regarding unitary Councils. Cllrs. Pritchard and Nabb reported that they had attended the SODC briefing and found that the alleged savings would be inconsequential.</p> <p>440. <u>Thames & Chilterns In Bloom</u> wrote to invite Chalgrove to participate in the 2017 RHS In Bloom campaign. It was agreed not to enter this year but to discuss further the possibility of participating in 2018. Letters are to be sent to the local businesses to see if there is any interest.</p> <p>441. <u>An application had been made by a member of the public</u> to modify the Definitive Map & Statement in order to change part of the recreation ground to a restricted byway, or byway open to all traffic, ultimately allowing horses and vehicles onto the recreation ground. The Parish Council are to write detailing their strong objection, including a copy of the Tribunal summary which details that there is no legal right for horses or vehicles on the land.</p> <p>442. <u>A Freedom of Information request</u> had been received regarding letters sent from the Parish Council in 1996 detailing an incident involving a horse. The FOI request had been duly complied with.</p> <p>443. <u>An explanation had been requested</u> regarding letters sent from the Parish Council in 1996. It was agreed by all that an explanation could not be given due to the parties involved no longer being part of the Parish Council.</p> <p>444. <u>NALC had issued a legal briefing</u> to report that the Department for Communities and Local Government had confirmed that the appropriate sum for Parish Councils for the purpose of section 137(4)(a) of the Local Government Act 1972 for 2017-2018 would be £7.57, an increase of 2% from the previous index.</p> <p>445. <u>Home-Start Oxfordshire had written to request a donation.</u> A donation of £30 was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.</p> <p>446. <u>OCC wrote to notify the Parish Council of a road closure</u> in Cuxham on the 27th March 2017 for one day.</p> <p>447. <u>OALC had written with advice during purdah.</u> The information is to be distributed electronically to all Councillors.</p> <p>448. <u>OCC wrote to announce</u> their new Parish & Town Council liaison number.</p> <p>449. <u>The Small Authorities Audit Authority had announced</u> the conclusion of its procurement process and had awarded external audit contracts for the next five years to Moore Stephens. The Parish Council are to continue using BDO for the financial year 2016-2017.</p> <p>450. <u>A local family had requested</u> that a bench be placed on the recreation ground in memory of the late Bob Gaskell. It was agreed by all that this would be allowed following the normal procedure whereby the family pay the cost of the bench. A quotation is to be obtained.</p>	<p>JM</p> <p>AP & JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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451. PLANS (Parish Council decision only):

P17/S0722/FUL	The Lamb PH, Mill Lane	Single storey flat extension to the rear, new external fire escape.
		OPPOSED

452. DECISION NOTICES FROM SODC:

None

453. MONTHLY POLICE REPORT: No report had been received.

454. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner provided a written report: (a) SODC and the VoWH issued a joint statement to agree to work on a joint proposal for a single unitary authority. (b) Approximately 2187 Christmas trees had been collected from Oxfordshire collection points following the Christmas season. (c) SODC encourage residents to sign up to South News. (d) SODC have £1.55 million Oxfordshire LEADER funding available. (e) The annual South & Vale Voluntary and Community Sector forum is to be held on the 15th March. (f) The SODC budget was set at a zero increase in the Council Tax, but resulted in many cuts including the funding to Thames Valley Police which paid for the Police Community Support Officers.

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

456. REPORT FROM THE PLAY AREA INSPECTION OFFICERS: The monthly assessment of equipment had been undertaken by Cllr. Ace. All areas are satisfactory. The Parish Council still await a visit from Playdale Ltd to check some areas.

ACCOUNTS:

457. The yearly OALC subscription, at a cost of £425.70 ex VAT, was approved; proposed Cllr. Nabb, seconded Cllr. Dudley, agreed by all.

458. 3 cheques had been signed outside of meetings; 005927 - 005929

459. ACCOUNTS SANCTIONED FOR PAYMENT:

005927	HMRC – tax & NI	£554.08
005928	Watlington Parish Council – bus tickets	£197.50
005929	RPC Locksmith – door repairs	£108.55
005936	N. Kerridge – youth work	£429.00
005937	B. Murphy – youth work	£117.00
005938	M. Law – gate caretaking	£80.00
005939	TalkTalk Business – web hosting	£123.80
005940	Oxfordshire Youth – trip fee	£5.00
005941	Oxfordshire Youth – first aid course	£350.00
005942	Viking Direct – office & cleaning supplies	£218.59
005943	J. Franklin – hedge cutting	£120.00
005944	Chris Lewis Ltd – CCTV maintenance	£216.00
005945	Community First Oxfordshire – NDP	£1650.00
005946	B. Wilson – repair expenses	£28.00
005947	Yorkshire Gas & Power – gas supply	£277.00
005948	AW Mobbs – gravel	£207.60
005949	Chalgrove Village Festival Committee – stall fee	£15.00
005950	P. Hall – groundsman	£1000.00
005951	P. Hall – groundsman	£266.06
005952	Aldens Ltd – boiler repair	£2152.64

ANY OTHER BUSINESS:

460. Cllr. Ziemelis offered her assistance in finding suitable contractors for the work required in the Village Hall kitchen and toilets.	AZ & JM
461. Cllr. Batley requested that the Village Hall piano be retuned, and locked.	JM
462. It was noted that several of the Parish Council employees were on long-term sick leave and that the Clerk was covering their workload.	
463. Cllr. Nixey offered his assistance in finding a suitable contractor to assist with the Parish Council website.	CN & JM

DATES:

- 3rd March, Roles & Responsibilities Workshop, James Martin Room, 7pm
 - 16th March, HR Committee, James Martin Room, 7pm
 - 23rd March, Planning Committee, James Martin Room, 6.45pm
 - 23rd March, Village Hall Committee, James Martin Room, 7pm
 - 27th March, Communications Committee, Red Lion, 7pm
 - 6th April, Chalgrove Parish Council meeting, James Martin Room, 7.30pm
- The meeting closed at 9.26pm

Signed: Chairman