

**CHALGROVE PARISH COUNCIL**

**A MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 8<sup>th</sup> March 2018.**

**Present:** Cllr. A. Pritchard, Chairman Cllr. B. Gray  
 Cllr. J. Nabb, Vice-Chairman Cllr. R. Reed  
 Cllr. D. Turner, also Dist. Cllr Cllr. A. Dudley  
 Cllr. K. Batley Cllr. A. Dudley Cllr. A. Ziemelis

**Apologies Accepted:** Cllrs. Ace & Nixey

**Not present:** n/a

**Members of the public:** 0

416. It was noted that the Parish Council meeting, scheduled for the 1<sup>st</sup> March, had been postponed to the 8<sup>th</sup> March due to adverse weather conditions.

417. The minutes of the meeting held 1<sup>st</sup> February 2018 were approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Gray, agreed by all.

<p><b>PUBLIC SESSION</b> None.</p> <p><b>MATTERS ARISING:</b>          418. COUNCILLOR VACANCY: (a) A display showing 'what it takes to be a Councillor' had been placed in the Village Hall entrance foyer. (b) It was agreed by all that the deadline for applications would be the 31<sup>st</sup> March with interviews week commencing the 16<sup>th</sup> April.          419. SPEEDING: (a) There had been no SID usage within February due to darker mornings and evenings. (b) Thames Valley Police are to be asked for available dates in May. (c) Discussions took place regarding the cost and proposed placement of a mobile speed indication device. Further quotations are to be sought.          420. VANDALISM &amp; ASB: (a) Drawing pins had been thrown on the footpath next to the Youth Centre on the evening of Tuesday 6<sup>th</sup> March; they had been picked up that evening and again the next morning. (b) 3 large remote control vehicles had been used on Janes Meadow and the Top Rec without permission, causing alarm to others, and had been asked to leave. (c) The Parish Council await further advice regarding CCTV in the Village Hall.          421. PARKING ISSUES:  <u>Brookside</u> (a) Following parking complaints from residents, an article is to be submitted to the LINK detailing the advice and comments from Thames Valley Police and the County Council. (b) The Parish Council are to contact SOHA to propose that more parking spaces be made available in their central car parking area.  <u>Flemming Avenue</u> The Parish Council still await the bollard quotation from the County Council, for the grass areas on Mill Lane leading into Flemming Avenue. Cllr. Steve Harrod is to be asked to chase the details.  <u>Grays Close</u> Cllr. Turner had reported the untaxed and uninsured vehicle to SODC, and further reports are to be made to Thames Valley Police.  <u>White Lines</u> The white lines on Brinkinfield and High Street will be undertaken by SODC during financial year 2018/2019.          422. BUSES: Issues regarding late or cancelled buses are to be discussed at the next Five Parish Bus User Group meeting; there is no meeting planned at present.          423. OXFORD TO CAMBRIDGE EXPRESSWAY: Cllr. Harrod had been unable to attend to provide a briefing on the OxCam Expressway.          424. FINANCE COMMITTEE:  <u>Financial Assistance</u> In the absence of a Financial Assistant, the Clerk continues to undertake the finance work with support from the Internal Auditor.  <u>RFO Training</u> The Clerk attended an OALC training course at a cost of £80; approved by</p>	<p>(b) JM</p> <p>(b) JM (c) DT &amp; JM</p> <p>(c) JM</p> <p>(a) JM (b) JM</p> <p>JM</p> <p>JM</p> <p>DT &amp; AP</p>
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<p>Cllrs. Pritchard and Nabb outside of meetings. The course was found to be useful and various discussion points are to be taken to the Finance Committee.</p>	
<p>425. ANNUAL PARISH MEETING: The APM will now take place on Friday 4<sup>th</sup> May. The Parish Council discussed and approved the agenda.</p>	ALL
<p>426. GREAT BRITISH SPRING CLEAN: The community litter pick had been cancelled due to the adverse weather conditions; a new date had not yet been scheduled.</p>	JN
<p>427. GENERAL DATA PROTECTION REGULATION (GDPR): (a) NALC had issued a very useful document which is to be reviewed by the Communications Committee. (b) Training courses are to be sought.</p>	(a) JM (b) JM
<p>428. ARGOSY CLOSE – OVERGROWN HEDGEROW: It is to be ascertained whether the hedgerow has been sufficiently cut back.</p>	JM
<p>429. SODC OUTLOOK: Following information provided by the Parish Council, it is believed that Chalgrove Village Hall will feature in the next Outlook magazine.</p>	
<p>430. FOOTPATH PROJECT: Chalgrove Scouts had been asked to undertake works to Footpath 8, following their request for an environmental project. Quotations for materials required, and permission from land owners, are to be sought.</p>	JM
<p>431. TVP ACTION DAY: The Thames Valley Police Action Day is to take place on Saturday 21<sup>st</sup> July, with volunteers from the Parish Council.</p>	ALL
<p>432. MATTERS UNRESOLVED: 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, Chapel Lane alleyway shrubbery responsibilities, 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>433. MATTERS ON HOLD: Community Service street cleaning, Local Council award.</p>	
<p><b>434. RECREATION COMMITTEE:</b> There had been no Committee meeting.</p>	
<p><u>MUGA</u> (a) The facility remains open to all since the disappearance of the combination padlocks. (b) A booking had been received from Watlington FC who use the facility, weather dependant, without any issues. (c) The Parish Council continue to seek quotations and funding for the replacement of the MUGA surface.</p>	(c) JM
<p><u>Trees</u> (a) The Parish Council await works to be undertaken by the groundsman. (b) The Parish Council await quotations for the 4 large trees by the tennis court.</p>	
<p><u>Grass Cutting</u> (a) There had been no tenders received for the 2018/2019 grass cutting. (b) BCB are to continue to cut the grass with assurances that the driver will slow down to ensure a better, more even, cut.</p>	
<p><u>Bob Larter Bench</u> The bench had arrived and is to be installed during better weather.</p>	JM
<p><b>435. COMMUNICATIONS COMMITTEE:</b> A Committee meeting had been held on the 5<sup>th</sup> March. Minutes are available from the Parish Council Office.</p>	
<p><u>LINK Articles</u> (a) Articles had been submitted for the March LINK – NDP update, APM, Crookston Shield, vandalism &amp; ASB, Fix My Street website, Parish Councillor vacancy, and Financial Assistant vacancy. (b) Articles are to be submitted for the April LINK – Cllr. Dudley's energy article, Financial Assistant vacancy, Project ViKToR, NDP update, and the APM.</p>	
<p><u>Airfield</u> (a) Cllr. Pritchard wrote to BBC Radio Oxford and the Oxford Times to correct their reporting of the 'old airfield' as Chalgrove Airfield is still very much used. (b) The Committee reviewed and approved letters to be sent to Phillip Hammond (Chancellor of the Exchequer), Said Javid (Secretary of State for Communities and Local Government), and John Howell MP, to object to the proposed Compulsory Purchase Orders on the Chalgrove Airfield.</p>	
<p><u>Other Matters Discussed</u> included letters sent to Village Hall hirers for feedback on Project ViKToR, and the charity fun day to be held at the Red Lion PH as a farewell to Rev. Ian Cohen.</p>	
<p><b>436. VILLAGE HALL COMMITTEE:</b> A Committee meeting had taken place on the 22<sup>nd</sup> February. Minutes are available from the Parish Council Office.</p>	
<p><u>Project ViKToR</u> The Committee reviewed all quotations for Project ViKToR and made</p>	

<p>recommendations to be taken to full Council.</p> <p>(a) Following discussion by full Council it was agreed that the following quotations would be accepted in order to proceed with the grant applications; proposed Cllr. Ziemelis, seconded Cllr. Dudley, agreed by all.</p> <p>Kitchen refurbishment &amp; associated electrics, £30617.00 ex VAT, Shape Up Developments  Toilet refurbishment, £31080.00 ex VAT, Shape Up Developments  Roof tile replacement, £32265.00 ex VAT, Shape Up Developments  Floor tile replacement, £15171.00 ex VAT, MasterFloors  Audio Visual equipment, £12400.00 ex VAT, City Audio Visual</p> <p>(b) It was agreed by all that the quotes for extra storage, and the replacement of tables and chairs, would be discussed at a separate time.</p> <p>(c) It was agreed that funding would be requested as follows; proposed Cllr. Ziemelis, seconded Cllr. Dudley, agreed by all.</p> <p>SODC £60766.50  Chalgrove Parish Council £13000.00  WREN £23883.25  Awards For All £23883.25</p> <p>(d) It was agreed that Cllrs. Ziemelis and Dudley would work alongside the Clerk to complete the necessary grant applications.</p> <p><b>437. NEIGHBOURHOOD DEVELOPMENT PLAN:</b> Cllr. Nabb provided a report on the work undertaken by the Committee.</p> <p><u>NDP</u> (a) The NDP Examiner had been booked to start on the 1<sup>st</sup> April, and the report should be available in May. (b) The Committee had attended the Watlington NDP Examination in Public.</p> <p><u>CHAL4</u> Developers of the proposed CHAL4 site (Berrick Road) had written to all residents regarding their public consultation on the 9<sup>th</sup> March. The Committee had released a statement clarifying that the site was not deemed suitable after being assessed against the site criteria and tested against the sustainability objectives before the finalised NDP was submitted to SODC. Chalgrove Parish Council and the NDP Committee will continue to object to all applications that go outside the preferences of our Neighbourhood Development Plan.</p> <p><b>438. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b> It is believed that Homes England (formally HCA) may proceed with a Compulsory Purchase Order in order to develop on the Chalgrove Airfield. The Parish Council await the result of an SODC meeting to be held on the 20<sup>th</sup> March.</p> <p><b>439. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b> A multi-agency meeting is to be held on Thursday 5<sup>th</sup> April.</p> <p><b>440. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p> <p><u>Completed</u> external light repairs, office furniture build  <u>Awaiting Completion</u> tree works, emergency light repairs, purchase of microwave, installation of Bob Larter bench  <u>Awaiting Approval</u> n/a  <u>Quotations Required</u> Project ViKToR, MUGA new surface, Emergency Plan container/concrete base/supplies, gravel/wood chippings, bollard repair, resiting of dog bin, 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.  <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>441. <u>SODCs Community Safety Team</u> wrote with guidelines on Safeguarding to assist with the booking of venues/rooms. The Village Hall Terms and Conditions are to be reviewed and assessed by the Village Hall Committee.</p>	<p>AZ, AD &amp; JM</p> <p>JM</p>
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442. <u>The Chalgrove Festival Committee</u> requested permission for access to the recreation grounds for various vehicles/acts during their May Day festival. Permission was granted for an approved list of vehicles. Permission was not granted for horses or ponies.	
443. <u>A resident expressed concern</u> regarding the extent of works being undertaken on a High Street residence without planning permission. The owner is to be contacted.	JM
444. <u>Baca Architects wrote</u> to discuss the planning application for one new dwelling on land south of 72 Mill Lane. The Parish Council are to meet with their representative to discuss further.	ALL
445. <u>John Howell MP</u> wrote to request feedback on villages who have used the COMET bus service. The Parish Council are to respond.	JM
446. <u>Mr. John Godfrey</u> had written regarding the American War Memorial, detailing that he had not received our earlier correspondence. A copy of the letter is to be sent.	AP

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

P18/S0534/HH33	Mill Lane	Single storey front & side extension APPROVED with comments
P18/S0511/HH17	Monument Road	Two storey side extension APPROVED

**448. DECISION NOTICES FROM SODC:**

P17/S4343/HH31	Brookside	Two storey rear & side extension GRANTED
P17/S4098/HH25	Baronshurst Drive	Home build log cabin GRANTED
P18/S0053/HH73	High Street	Variation on condition 2 – P17/S2281/HH GRANTED

**449. MONTHLY POLICE REPORT:** A Neighbourhood Action Group meeting had been held on the 17<sup>th</sup> January. Minutes are available from the Parish Council Office. Matters discussed included the TVP Action Day, Neighbourhood Watch, an update on Police staffing levels, a strategy to help people protect themselves online, and speed indication devices.

**450. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner provided a report: (a) SODC had been awarded £2.5M from the Government for industry-led research and development projects to introduce connected and autonomous vehicles to the district. (b) SODC are to support a 'pop-up' business school in March where anyone from the South and Vale can attend free workshops. (c) SODC produced an exciting new video to encourage business to relocate to our region. (d) The 2018/2019 budget had been approved and is available to view on the SODC website.

**451. REPORT FROM THE COUNTY COUNCILLOR:** Cllr. Harrod provided a report on (a) the OCC budget (b) the Oxfordshire Growth Board (c) potholes (d) libraries (e) the Care Quality Commission review and (f) plastic pollution

**452. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** (a) The monthly assessment of equipment had been undertaken by Cllr. Gray. 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:**

453. Three cheques had been signed outside of meetings; 006280 – 006282

454. A donation to Chalgrove Scouts, for their litter picking, at a cost of £500 was approved; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.

455. Youth Club insurance, provided by Arthur J Gallagher Ltd, at a cost of £118.16 was approved; proposed Cllr. Nabb, seconded Cllr. Batley, agreed by all.

456. Oxfordshire Playing Fields Association 2018/2019 membership at a cost of £53.00 was approved; proposed Cllr. Reed, seconded Cllr. Batley, agreed by all.

457. Oxfordshire Association of Local Councils 2018/2019 membership a cost of £508.63, was approved; proposed Cllr. Pritchard, seconded Cllr. Ziemelis, agreed by all.

**458. ACCOUNTS SANCTIONED FOR PAYMENT:**

006280	T. Nagy – Village Hall cleaning	£592.50
006281	Chiltern Sports Ltd – replacement cheque	£1080.00
006282	OALC – training	£96.00
006288	M. Law – gate caretaking	£100.00
006289	N. Kerridge – youth work	£468.00
006290	B. Murphy – youth work	£104.00
006291	P. Hall – groundsman	£1507.79
006292	P. Hall – groundsman	£200.00
006293	T. Nagy – Village Hall cleaning	£570.00
006294	OCC – pension contributions	£329.77
006295	Yorkshire Gas & Power – gas supply	£617.07
006296	B. Wilson – tarmac repairs	£30.00
006297	Pasture Care – fertilising works	£600.00
006298	Aldens Ltd – boiler repair	£287.69
006299	Viking Direct – office & cleaning supplies	£127.72
006300	Darke & Taylor – external light repairs	£940.28

**ANY OTHER BUSINESS:**

459. Cllr. Reed reported a low hanging electricity cable at the junction of Mill Lane and Berrick Road. SSE are to be informed.	JM
460. Cllr. Turner reported that dog mess on the recreation ground had been highlighted as an issue during a School Governors meeting. A LINK article is to be submitted, and posters are to be placed around the recreation ground.	JM
461. Cllr. Dudley reported that, whilst the electricity pole at the junction of Adeane, Langley and Quartermain had been straightened, the hole in the footpath hadn't been correctly sealed. SSE are to be informed.	JM
462. Cllr. Pritchard spoke of the Joint User Agreement meeting to be held on the 15 <sup>th</sup> March; Cllrs. Pritchard and Turner to attend.	AP & DT

**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>463. HR COMMITTEE:</b> There had been no Committee meeting.</p> <p><u>Pension Contributions</u> There had been an underpayment of pension contributions to the County Council due to a misunderstanding between actual pay and assumed pensionable pay. The matter had been resolved alongside OCC and payment is to be sent.</p> <p><u>Financial Assistant</u> The deadline for applications had passed with no applicants. The position is to be re-advertised.</p> <p><u>Minimum Wage/Living Wage</u> Due to the increase to the National Living Wage and Minimum Wage, effective April 2018, new hourly rates were approved; proposed Cllr. Nabb, seconded Cllr. Pritchard, agreed by all.</p>	<p>JM</p> <p>JM</p>
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**Inclusion of the public:** *The public were no longer excluded.*

**DATES:**

- 22<sup>nd</sup> March – Planning Committee – 6.45pm – James Martin Room
- 22<sup>nd</sup> March – Village Hall Committee – 7pm – James Martin Room
- 5<sup>th</sup> April – Parish Council Meeting – 7.30pm, James Martin Room

The meeting closed at 10.06pm

Signed: ..... Chairman