

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 7th March 2019.**

Present: Cllr. A. Pritchard, Chair
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
Cllr. P. Waters

Apologies Accepted: n/a

Not present: n/a

Members of the public: None

407. The minutes of the meeting held 7th February 2019 were amended, approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Waters, agreed by all.

PUBLIC SESSION

None.

MATTERS ARISING:

408. **VANDALISM & ASB:** (a) Residents had reported on social media that glass beer bottles had been broken on the Skatepark and Play Areas causing injuries to dogs and a young child. No calls or emails had been made to the Parish Council. The area had been cleared by the Clerk and Groundsman as soon as they became aware and all areas had been checked on a daily basis before 8am, including over the weekends. Youth workers had been asked to discuss the implications with the Youth Club members and CCTV had been checked. It was agreed by all that, as there had been no further incidences in the past two full weeks, that the daily checks could stop. (b) Litter had been especially bad on the recreation grounds and the Groundsman was now including the Top Rec and Janes Meadow in his daily litter picks. A LINK article is to be submitted making sure the public knows that a litter pick is done on a daily basis.

409. **PARKING ISSUES:**

Brookside (a) The Parish Council await SOHA's decision following their proposal for the new car parking spaces; they are to hold a budget meeting on the 28th February where this item will be discussed. (b) SOHA had been chased for a response regarding the 'Residents Only' sign for the current car parking spaces; we await their response.

White Lines The white lines on Brinkinfield Road will be painted by the County Council on their next round of lining works.

Parking The Parish Council are to re-submit their considerate parking article to the LINK.

410. **SALT BINS:** The old salt bins are to be removed.

411. **SODC DEEP CLEAN:** SODC were due to undertake a deep clean for 4 days between the 11th and 14th February. It had been reported that they only completed 2 days of work and they had been asked if they intend to come back and do the remainder; the Parish Council await their response.

412. **T1 BUS – MONUMENT ROAD:** Tarmac patching had been completed in the area but the Parish Council still await the white lines and 'bus stop' wording to be painted within the lay-by; it is expected that this will be done at the same time as the white lines on Brinkinfield Road. Letters are to be sent to residents in the area warning them of the intended work.

413. **FRENCH LAURENCE / CHAPEL LANE ALLEYWAY:** Following concerns that there was insufficient lighting and that the surface had been damaged, the County Council had been made aware that (a) a street lamp had not been replaced when it was knocked down 2 years ago, and (b) the surface had been damaged when the railings were moved in 2017. The Parish Council await their response.

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<p>414. LAND AT HARDINGS: Following complaints over the overgrown shrubbery affecting those using the adjacent footpath, the land agent had been contacted and had cut back the shrubbery.</p> <p>415. VILLAGE HALL CAR PARK BOLLARDS: The 10K Committee had previously requested permission to replace one of the bollards with a removable post; permission had been granted. The 10K Committee had written again to report that they had been unable to get in contact with the contractor who had previously provided the removable posts, and therefore requested that the Parish Council look at replacing all the current bollards with good quality removable posts. It was agreed by all that not all the posts required replacement, but a quotation would be sought for the one required for the 10K race.</p> <p>416. OFFICE BROADBAND SPEEDS: Following a change in service provider it was anticipated that the current issues with slow internet speeds would cease.</p>	JM
<p>417. FINANCE: <u>Internal Controls</u> Work is ongoing to finalise the asset registers and financial risk assessments. <u>QuickBooks</u> The Financial Assistant had started the relevant work to set up QuickBooks, the Parish Council's finance package, and will be used in tandem alongside SAGE until the financial year end.</p>	
<p><u>Small Claims</u> The small claims court application, to recoup unpaid hall hire fees, is ongoing.</p> <p>Project <u>ViKToR Funding</u> A separate meeting is to be held to discuss funding.</p>	JM
<p>418. GREAT BRITISH SPRING CLEAN: The Chalgrove community litter pick will take place on Saturday 30th March, organised by Cleaner Chalgrove.</p> <p>419. WASTE TOURS: Due to limited spaces in April, Cllrs. Dudley and Gray had been booked in to attend the food waste tour on the 6th June.</p>	AD & BG
<p>420. NOISE COMPLAINT – FISH & CHIP VAN GENERATOR: Following complaints from adjacent residents regarding the use of a new and much louder generator, contact had been made with the owner of the van. They had responded to say that they are looking into alternatives to reduce the noise and are to speak to SSE regarding the installation of an electricity meter box.</p>	
<p>421. STREET LIGHT – BRINKINFIELD ROAD: The street light outside number 11 had been broken for almost 8 months with no action taken by the County Council. The matter had been escalated and the light was repaired.</p>	AD & BG
<p>422. OVERGROWN HEDGEROW – BERRICK ROAD: The matter had been reported to Highways; no action had been taken as yet.</p> <p>423. MATTERS UNRESOLVED: Joint User Agreement amendments, Ken Batley MBE display, Icknield School Bus parking on Brinkinfield Road, Councillor Vacancy, Tuesday Thame bus subsidy, Chalgrove Band equipment inventory, GDPR, dog mess on the recreation grounds, use of rat poison at the Mill Lane allotments, tennis, overhanging shrubbery at 36 Mill Lane, office broadband speeds, application to modify the Definitive Map, Community Assets, broken railing at the High Street, Mill Lane road sign.</p>	
<p>424. MATTERS ON HOLD: Community Service street cleaning, Local Council award.</p> <p>425. PARISH COUNCIL ELECTION: Nomination forms and guidance forms had been distributed to all current Councillors.</p>	AD & BG
<p>426. CHALGROVE PUBLIC PURPOSES CHARITY (COIF): There had been no trustee meeting.</p> <p><u>Charity Commission</u> Cllr. Reed had written to the Charity Commission to request a copy of the Governing Document and providing details of the outstanding annual returns for years ending 2014-2018. There had been no response as yet.</p>	
<p><u>Land Registry</u> It had been recommended that the trustees complete the annual return process before proceeding with any form of land registry applications.</p>	RR
<p>427. COMMUNICATIONS COMMITTEE: There had been no Committee meeting.</p> <p><u>Newsletter</u> No response had been received from the Post Office, Scouts or LINK team regarding the future distribution of the Parish Council newsletters.</p>	
<p><u>LINK</u> Articles were discussed.</p> <p>428. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove): Cllr. Nabb reported that</p>	RR

she had spoken to Mr. Mike Moss who had spoken of issues with the realigning of the road and complications with the MOD and Homes England.

429. DEVELOPMENT – CHAL7 (east of Chalgrove):

Discharge of Conditions Ms. Joan Desmond, SODC, had confirmed that all necessary pre-commencement conditions attached to the outline planning permission had been discharged. The Parish Council feel it is still unclear whether building was allowed to commence before the conditions were discharged.

Noise Complaints Many residents had experienced issues with the noise and vibrations from the site. Miller Homes had provided an explanation for the noise which had been relayed to the public. Residents had been advised to contact Environmental Health.

Miller Homes A meeting had been held with representatives of Miller Homes. (a) All conditions had been discharged and the Parish Council are to receive a copy of the archaeological report. (b) The swale at the lower end of the site is to be formed with a sloping bund and a maximum depth of 1M. (c) Concerns over early starts and mud on the road had been dealt with. (d) The first houses will be ready for sale in August 2019, and affordable housing will be available in 12-24 months. (e) The contract with a housing association is yet to be finalised. (e) The site should be completed within 3 years. (f) SODC chose the street names and the Parish Council are to contact them again.

430. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:

Homes England had distributed a leaflet to all households highlighting their drop-in events to discuss their proposed bypass systems at Cuxham and Stadhampton. Chalgrove Parish Council had been invited to a preview event on the 14th March.

431. FLOOD ALLEVIATION & EMERGENCY PLANNING:

Emergency Planning Storage A meeting is to be held with the Groundsman in order to obtain an accurate quotation for the concrete base.

Multi-Agency Meeting All agencies are to be invited to a meeting.

Frogmore Ditch 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.

EA Clearance the Environment Agency had been sighted in the village undertaking the annual brook clearance, but it was unclear whether the work had been completed.

432. WORKS & ORDERS: Discussions took place regarding the works and orders.

Works/Orders Requiring Approval:

(a) The installation of the outdoor tap at the Pavilion is to be delayed until such time that clearance work and deep cleaning had been undertaken.

(b) The cost of mole emitters was not approved as it was believed that they would not work.

(c) Repairs to the air conditioning units, at £1186.61, was approved; proposed Cllr. Ace, seconded Cllr. Waters, agreed by all.

Completed: the cleaning of the steps at Rupert Close/High Street, repairs to the mower for the Memorial Garden.

Awaiting completion: bollard repair in the Village Hall car park, car park signage, cutting back of bushes at Argosy Close, clearance of debris on the B480 footpath, salt bin repair/removal, wet pour repairs at the play area, fitness equipment repairs, periodic testing (electrics), concrete bases.

Funded Projects (awaiting funding): Project ViKToR, new surface at the MUGA, defib and locked cabinet.

Quotations required: Replacement emergency door, 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.

On hold for further discussion: Updated Jubilee Walk tree plaque.

CORRESPONDENCE:

433. Clean Slate wrote to request a donation and reported that, within the last year, they

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had supported two residents from Chalgrove. A donation of £25.00 was approved; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by all. 434. Age Concern had written to the Cavaliers FC to request access to their defibrillator during their Village Hall hires. The Parish Council had made it clear that they were in no way responsible for the defibrillator. 435. Further complaints had been made regarding dog mess left on pavements and driveways, along with suggestions of using CCTV in the affected areas, DNA testing, weekly pavement washing and suchlike. A meeting is to be held with Cleaner Chalgrove. 436. SODC wrote with details of their South & Vale Voluntary and Community Sector Conference on the 13 th March. Cllrs. Pritchard and Nabb are to attend. 437. Sue Ryder Oxfordshire wrote to request a donation. A donation of £40 was approved; proposed Cllr. Reed, seconded Cllr. Nabb, agreed by all. 438. Cllr. Turner had agreed to fund a total of £3101.00 towards the cost of increased storage within the Village Hall. The contractor is to be asked to proceed with works. 439. A Flemming Avenue resident had written to report that, on several occasions, vehicles delivering to a Mill Lane property had blocked the entrance road into Flemming Avenue. The resident was advised that the blocking of a Highway is a Police matter and to call them should this happen again. 440. The Scouts had written to request whether they could place a storage container within the Village Hall car park. Permission was denied, and suggestions made that they contact Mr. Chris Nixey to discuss storage space.	JM AP & JN AZ CN
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441. PLANS (Parish Council decision only):

P18/S3087/FUL	Land at 1 Mill Lane	Erection of 2 detached dwellings (amended plans) OBJECTION
P18/S3745/HH	11 Rupert Close	Demolition of existing garage, and rebuilding of new garage NO OBJECTION
P19/S0475/HH	6 Liddon Road	Demolition of existing garage, and erection of two storey side extension NO OBJECTION, with comments

442. DECISION NOTICES FROM SODC:

P19/S0037/HH	125 High Street	Rear first floor extension GRANTED
P19/S0104/LB	37A High Street	Replacement of render GRANTED
P19/S0031/LB	37A High Street	Relocation of incoming electrical service GRANTED
P18/S3410/FUL	Langley Field Farm Mill Lane	Construction of surface water culvert and re-profiling of existing open watercourses GRANTED

443. POLICE REPORT: No report provided.

444. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner's full report is available from the Parish Office. The report included the SODC and Parish Council elections, the housing delivery test, recycling wheels, pop-up business schools, Local Plan updates, fly tipping, and Council Tax fines.

445. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod's full report is available from the Parish Office. The report included the County Council budget, Council Tax, investments for road repairs, Healthwatch, and delayed transfer of care improvements.

446. 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:

447. No cheques had been signed outside of meetings.

448. ACCOUNTS SANCTIONED FOR PAYMENT:

006558	M. Burgess – financial assistance	£430.00
006559	P. Hall – groundsman	£1200.00
006560	P. Hall – groundsman	£584.39
006561	M. Law – gate caretaking	£80.00

006562	N. Kerridge – youth work	£468.00
006563	B. Murphy – youth work	£104.00
006564	L. Nagy – Village Hall cleaning	£555.00
006565	FG Alden Ltd – boiler repairs	£24.95
006566	TalkTalk – web hosting	58.00
006567	Castle Water – water supply	£84.20
006568	Castle Water – water supply	£18.76
006569	B. Wilson – repairs	£34.18
006570	WM Refrigeration – air conditioning repairs	£214.50
006571	Playdale – wet pour repairs	£642.30
006572	J. Nabb – NDP expenses	£291.26
006573	Yorkshire Gas – gas supply	£277.00

ANY OTHER BUSINESS:	
449. Cllr. Ziemelis requested that a new Terms of Use agreement be drafted for hirers of the Pavilion. The matter is to be discussed further by the Recreation Committee.	JM
450. Cllr. Turner reported on his attendance at the Public Transport Reps Meeting where it was proposed to hopefully be able to re-instate the Wallingford service.	
451. Cllr. Dudley requested an update from Cllr. Turner regarding his FOI request to the RAF. He had no received a response.	
452. Cllr. Reed noted that Highways had not taken down the signs to the old Methodist Church. They are to be informed.	JM
453. Cllr. Reed reported a section of the brook which required attention from the landowner.	CN

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.

454. HR COMMITTEE:	
Village Hall Cleaning tender The Parish Council reviewed the tender applications and agreed to extend the deadline in order to obtain further applications.	JM
455. GRASS CUTTING TENDER: It was agreed by all to offer MK Watts the grass cutting contract, effective 1 st April 2019; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.	JM

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

DATES:

- 14th March, HR Committee, 7pm, James Martin Room
- 28th March, Planning Committee, 7pm, James Martin Room
- 28th March, Village Hall Committee, 7.15pm, James Martin Room
- 4th April, Finance Committee, 7pm, James Martin Room
- 4th April, Parish Council Meeting, 7.30pm, James Martin Room

The meeting closed at 9.33pm

Signed: Chairman