

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 5<sup>th</sup> March 2020.**

**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. Ziemelis  
Cllr. C. Nixey  
Cllr. P. Waters  
Cllr. D. Fisher

**Apologies Accepted:** Cllr. Dudley

**Not present:** n/a

**Members of the public:** 7

457. The minutes of the meeting held 6<sup>th</sup> February 2020 were approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Waters, agreed by all.

### **PUBLIC SESSION:**

458. Some of the residents from 55-59 High Street spoke of their concerns over the cars parked on the County Council footpath and verge in front of their properties which often block the driveway, restrict pedestrians from using the footpath, and damage the verge and brook bank. Some of the residents from 39-53 High Street spoke of their concerns that there was no allocated parking for their homes and that they had received Police parking tickets due to recent complaints.

### **MATTERS ARISING:**

459. VANDALISM & ASB: (a) The pole in the public car park outside the Crown PH, for the purposes of protecting the brick bus stop from vehicles, requires replacement. Suggestions were made to paint or use reflective strips on the paintwork as an alternative and costs are to be sought

(a) JM

### 460. PARKING ISSUES:

High Street Ongoing complaints had been received regarding the parking of cars outside 55-59 High Street which often block the driveway, restrict pedestrians from using the footpath, and damage the verge and brook bank. (a) Mark Pearce, OCC, had undertaken a site meeting alongside a resident and had made suggestions to restrict the parking on the OCC verge and footpath. (b) Thames Valley Police had issued parking tickets to all those parked illegally on OCC land. (c) Suggestions were made by both authorities as follows:  
i) Temporary 'no parking' signage – it was felt by all that this should be provided by the County Council due to owning the land in question, but that the Parish Council would erect the signage on their behalf. OCC are to be informed.

(i) JM

ii) Bollards – it was felt by all that this should be funded and organised by the County Council due to owning the land in question. OCC are to be informed.

(ii) JM

iii) Re-turfing of grass verge – it was clarified that OCC would only recommend this work if there was assurance that there would be no further parking on their verge.

iv) Alternative parking for High Street residents – the Parish Council agreed to consult with SOHA and request that they provide adequate parking for their tenants.

(iv) JM

(d) It was agreed that, following responses from OCC and SOHA, an update would be provided to all residents concerned.

(d) JM

White Lines The white lines in Brinkinfield Road had been only partially completed, due to parked cars.

General A parking notice is to be drafted, for use on vehicles parked dangerously and within 10M of a junction, and distributed by the Parish Council in consultation with Thames Valley Police.

JM

### 461. BERRICK ROAD – OVERGROWN HEDGEROW:

The overgrown hedgerow remains a safety hazard for those using the road. OCC had

<p>previously reported that the owners of the adjacent land had not complied with the request to cut back the vegetation and that a letter had been sent asking that the work was completed by the 17<sup>th</sup> January 2020; OCC had been informed that the work had not been completed. OCC had recently reported that they intend to undertake a Land Registry search to ascertain the correct landowners. It was noted that one of the landowners intends to start the work required in the coming weeks, and this is to be clarified before contacting OCC again.</p>	CN & JM
<p>462. 20MPH SPEED LIMIT: Further to a resident's request to investigate the possibility of reducing the village speed limit to 20mph. The Parish Council still await OCC's formal quotation for the required speed surveys, and they are to be chased for the information.</p>	JM
<p>463. RECREATION GROUND BRIDGE: The Parish Council remain concerned over the safety of the bridge, due to repairs required to the brook bank. OCC reported that the bridge is safe for use but that it will be assessed again when their bridge inspector is in the area.</p>	
<p>464. PAVEMENTS/FOOTPATHS:  <u>Volunteer Task Force</u> Details of the proposed voluntary task force had been placed within the Parish Council newsletter, and members of the public had been asked to register their interest. Initial duties are to be litter picking, weeding, sweeping, and cleaning of pavements but it is envisaged that the group would grow to tackle a multitude of tasks. The group would initially be co-ordinated from the Parish Council office. Just one member of the public had registered their interest and the information is also to be placed within the LINK magazine and on social media.</p>	JM
<p><u>Assessment of Footpaths</u> The assessment is to be completed and sent to OCC.</p>	JM
<p>465. SPEED INDICATION DEVICES:  <u>Location</u> (a) It was agreed by all that, due to the weight of the devices and solar packs, a complete SID would be required for each location. (b) It was agreed by all to proceed with two locations; Mill Lane and outside the Doctor's Surgery. A Highways representative will be asked to attend a site meeting in order to re-assess and approve the two locations.</p>	(b) JM
<p><u>Cost &amp; Funding</u> (a) An amended quotation had been received from the supplier for the two required complete SIDs, at a total cost of £6480 ex VAT, and £438 ex VAT for the 5 year warranty. (b) It had been agreed that one complete SID would be purchased using Parish Council funds, and that one complete SID would be purchased using grant funding. An application is to be made to County Cllr. Harrod's grant fund. (c) The supplier is to be asked whether the proposed SID has been installed elsewhere so that a site visit could take place. (d) The supplier is to be asked whether the speed limit could be changed at a future date should the overall speed limit in Chalgrove be reduced to 20mph.</p>	(b) JM (c) JM (d) JM
<p>466. TENNIS:  <u>Scheduled Cleaning &amp; Respraying</u> The Parish Council await the start date for the required works.</p>	
<p><u>Tennis Nets</u> A grant application for £396 had been submitted to Cllr. Turner's District Councillor Grant Fund for the cost of new tennis nets. The application had been successful, and the Parish Council had been awarded 88.38% of the project costs, with funding of £350. Thanks were given to Cllr. Turner.</p>	
<p><u>Full Resurface</u> Ongoing investigations are to take place regarding the required funding for a full resurface of the Tennis Court.</p>	JM
<p>467. MILLERS CLOSE TREES: Further to reports of a dangerous tree on land at Millers Close it had been ascertained that the land was owned by SODC and they had been asked to undertake the tree work. There had been no response and the matter is to be escalated to Cllr. Turner as District Councillor.</p>	DT & JM
<p>468. MILL LANE ALLOTMENT SITE ENTRANCE: The potholes at the entrance to the site had been reported to Highways. Photos are to be sent once the ground is dry.</p>	JM
<p>469. PUBLIC CAR PARK SIGNAGE: (a) The Parish Council await delivery of the signage to be placed in the car park outside The Crown PH. (b) The publican, Mr. Nick Shaw, agreed that the signage could be placed on the wall of his building.</p>	(a) JM (b) JM
<p>470. VILLAGE HALL GUTTERS: The Village Hall gutters are to be cleared as a matter of urgency.</p>	JM

471. ROLES & RESPONSIBILITIES: All Councillors are required to attend the workshop on the 14 <sup>th</sup> March.	ALL
472. GREAT BRITISH SPRING CLEAN: It was reported that Cleaner Chalgrove intend to hold two community litter picks; 14 <sup>th</sup> March and 25 <sup>th</sup> April.	
473. SODC WASTE FACILITY TOUR DATES: Councillors were reminded of the tour dates at the Viridor energy recovery facility in Ardley (black bin waste), and the Severn Trent green power anaerobic digestion plant in Wallingford (food bin waste).	ALL
474. SCOUTS USE OF JANES MEADOW: Following the Scout Group's request to hold an event for 500 people on Janes Meadow, the Parish Council has voiced their concerns over parking and had asked the Scouts to speak to Cllr. Chris Nixey regarding holding the event, with associated parking, on land at Mill Lane. Cllr. Nixey confirmed that the event would now be held at Mill Lane.	
475. YOUTH CENTRE STORE ROOM RACKING: Cllr. Ace confirmed that the racking was ready to be placed in the Youth Centre store room. Initial clearance work is required before installation.	TA & JM
476. MATTERS UNRESOLVED: Skatepark resurfacing, skatepark artwork project, bridge weight limits, War Memorial gravel, clearance of footpaths 5&6, review of Standing Orders, removal of Methodist Church signage, repair/replacement of Village Hall car park bollards, French Laurence/Chapel Lane alleyway, Icknield School Bus parking on Brinkinfield Road, Chalgrove Band equipment inventory, GDPR, dog mess poster competition, use of rat poison at the Mill Lane allotments, overhanging shrubbery at 36 Mill Lane, broken railing at the High Street, Mill Lane road sign.	
477. MATTERS ON HOLD: Fish & Chip van noise complaint, Community Service street cleaning, Local Council award.	
<b>478. VILLAGE HALL COMMITTEE:</b> A Committee meeting had been held on the 20 <sup>th</sup> February; minutes of the meeting are available at the Parish Council office.	
<u>Matters Arising</u> Updates were provided on all completed actions and deadlines given for all outstanding actions which included installation of shelving in the James Martin Room cupboards, installation of locks on the James Martin cupboards, delivery of the new mop system, delivery of magnetic locks for the kitchen cupboards used by Age Concern, and kitchen wall switch labels.	JM
<u>Hirer Documents</u> (a) Amendments to the booking forms, terms and conditions, and other documents had been completed. (b) The draft Hirer's Handbook had been reviewed and approved and is to be made available to all hirers.	(b) JM
<u>Assessment of Crockery</u> (a) Quotations are to be sought for polycarbonate 'glassware'. (b) It was agreed by all that the crockery would be made available in the kitchen, to all hirers, at all times, at no extra cost. (c) It was agreed by all to purchase 20% more crockery, at a cost of £50, which would be stored and used as replacements for any breakages; proposed Cllr. Ziemelis, seconded Cllr. Pritchard, agreed by all.	(a) JM (c) AZ
<u>Audio Visual Equipment</u> (a) It was agreed by all to place the Audio Visual equipment (leads, remotes and microphones) in a place accessible to all hirers. (b) All event hirers would be required to book the Audio Visual equipment, at no extra cost, in order to receive training prior to their event. (c) EPS Ltd are to be chased for training on the loop system and the printed guidelines for the instruction pack.	(b) JM (c) JM
<u>Proposed Round Tables</u> It was agreed by all that 10 round tables would be sufficient for events. Further research is required on the storage of said tables.	AZ & JM
<u>External Lighting</u> Darke & Taylor are to return on the 11 <sup>th</sup> March to undertake the work required to the Village Hall external lighting.	JM
<u>Storage</u> It was suggested that a storage container/room be placed/built in the outdoor gated area. Specifications are to be drawn up.	BG & JM
<u>Village Hall Monthly Assessment</u> A monthly Village Hall assessment checklist is to be drafted with the intention of it being completed once per month on a rota basis. The checklist is to include all areas and equipment within the Village Hall, and exterior lighting and guttering etc.	JM
<b>479. RECREATION COMMITTEE:</b> A Committee meeting had been held on the 27 <sup>th</sup>	

February; minutes of the meeting are available at the Parish Council office.	
<u>Matters Arising</u> Updates were provided: (a) Tree saplings are to be planted within the Janes Meadow hedgerow. (b) The Jubilee Walk trees had been assessed and quotations are to be sought for metal tree guards for those that require replacement. (c) The Parish Council await a site visit from Playdale Ltd to assess the play areas and gates. (d) A working party will be undertaken in better weather to remove weeds from around the Village Hall and litter pick within the fruitful hedging on Janes Meadow. (e) Quotations are to be sought for the flailing of the hedgerow on the Top Rec. (f) The Parish Council await the work required to install an outdoor tap at the Sports Pavilion.	(a) TA (b) JM (c) JM (d) ALL  (e) JM (f) JM
<u>Proposed Netting on the Top Rec</u> Further discussions took place regarding the proposed netting which was requested by the Cavaliers FC to be placed between the goal post and the hedgerow in order to stop footballs being damaged by the bramble hedging. Concerns had been made regarding the impact to wildlife. (a) It was agreed by all that the goal nets could stay, but that the goals would need to be moved away from the fruitful hedging, and moved regularly for grass cutting purposes, as requested of the Cavaliers FC several times. (b) The Cavaliers FC are to be asked to clarify whether they are able to successfully remove and store the proposed netting barrier after each game. (c) Suggestions were made to place a small storage container on Janes Meadow for the storage of the netting should the project be approved. (d) It is to be clarified whether netting is used locally, and to seek relevant comments. (e) It was agreed by all that further information and discussion was required.	(b) JM (c) JM  (d) JM (e) ALL
<u>Football Pitches</u> Following reports that the football pitches were not playable, the Cavaliers FC are to be invited to a meeting to discuss the work required.	JM
<u>MUGA</u> Further to the request from Chalgrove Walking Football to reduce the amount of mud walked into the facility, quotations are to be sought for boot scrapers, and a paving slabbed area or coarse mat.	JM
<u>General</u> (a) Due to excessive fly tipping in and around the public waste bin next to the bottle bank, it was agreed by all to remove the bin for a short period in time. (b) Quotations are to be sought for bin lids to discourage birds from emptying waste onto the Recreation Grounds.	(a) JM (b) JM
<b>480. ANNUAL PARISH MEETING &amp; CROOKSTON SHIELD:</b> (a) The Annual Parish Meeting is to be held on Friday 17 <sup>th</sup> April. (b) A presentation will be made by the Sustainable Chalgrove group (formally the Climate Change Action Group). (c) The public are to be asked for nominations for the Crookston Shield 2020 award.	(c) JM
<b>481. SUSTAINABLE CHALGROVE:</b> (a) It was clarified that the Climate Change Action Group had changed its name to Sustainable Chalgrove. (b) It was clarified that, whilst there was Parish Council representation within the group, a Parish Council Committee was not required. (c) There had been no updates received from the group.	
<b>482. APPLICATION TO MODIFY THE DEFINITIVE MAP:</b> The Parish Council had submitted a formal objection to the proposed modification which would allow horses onto part of the Recreation Ground.	
<b>483. CHALGROVE PUBLIC PURPOSES CHARITY (COIF):</b> There had been no trustee meeting.	
<u>Annual Return</u> The outstanding annual returns had been submitted.	
<u>Land Registry</u> The Parish Council await dates for a meeting with their solicitor regarding the registration of two pieces of land.	JM
<u>Closure of the Charity</u> It had been previously suggested that, once all matters had been resolved, the Parish Council close the Charity due to the complexity of the responsibilities, for such a small amount of funds. Further discussion and a formal decision are to be made following the successful re-registration of land.	
<b>484. COMMUNICATIONS COMMITTEE:</b> There had been no Committee meeting.	
<u>Parish Council Website</u> It was reported that the website was approximately 50% complete and work will continue with the redesign.	JM
<u>Other Matters Discussed</u> included LINK articles, and the need for a blind on the Parish Council office door to enable uninterrupted work sessions.	JM

<p><b>485. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove):</b> The Parish Council await the reserved matters planning application.</p> <p><b>486. DEVELOPMENT – CHAL7 (east of Chalgrove):</b> (a) Work continues with the Zebra Crossing. (b) The Parish Council await suggested meeting dates with the developer. (c) An adjacent resident to the site had expressed his concern over the height at which the houses were being built and queried whether this was in line with the planning application. The SODC Planning Team had provided plans for the resident to check. It was agreed by all that the public were not equipped with the knowledge to check that the development was in line with the agreed planning application, and SODC are to be asked to review the resident’s concerns again. (d) It was noted that five houses were now occupied.</p> <p><b>487. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b> Cllr. Turner reported on an SODC meeting whereby the Cabinet are to make the following recommendations to their full Council: (a) note the terms of the direction to the council from the Secretary of State for Housing, Communities and Local Government. (b) acknowledge the decision of the Secretary of State to insist that South Oxfordshire District Council progress the submitted Local Plan 2034. (c) request the head of planning to prepare a timetable and ensure that adequate staff resources are in place in order to meet the requirements of the direction. (d) continue to acknowledge the critical importance of long-overdue infrastructure to support housing already delivered and to be delivered through the Local Plan and request the Secretary of State to confirm his commitment to the funding provided through the Oxfordshire Growth Deal and the Didcot Garden Town Housing Infrastructure Fund. (e) ask the chief executive to ensure that sufficient budget provision and staff resource is made available to fully explore all opportunities to address through the local planning process and any other means the council’s concerns including but not limited to: (i) addressing the council’s declared climate emergency, (ii) enhancing planning policies for environmental standards, including improved site master-planning to achieve high quality sustainable settlements, and (iii) early delivery of appropriate regeneration and housing delivery activity to meet local needs.</p> <p><b>488. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b> <u>Knights Manholes and Frogmore Culverts</u> The Parish Council still await a response from SODC regarding the required work in both areas. The matter is to be escalated to Cllr. Turner.</p> <p><b>489. WORKS &amp; ORDERS:</b> (a) Following review and discussion, 4 new CCTV cameras, at a cost of £1234, were approved; proposed Cllr. Pritchard, seconded Cllr. Fisher. (b) The internal painting of the Youth Centre, at a cost of £2580, was approved in principle. Funding is to be sought.</p> <p><b>CORRESPONDENCE:</b> 490. Home Start Southern Oxfordshire wrote to request a donation. A donation of £30 was approved; proposed Cllr. Reed, seconded Cllr. Ace, agreed by all. 491. A High Street resident wrote with their concerns that dog mess had been left on their gravel drive on a daily basis. Cleaner Chalgrove are to be asked to supply a poster, which had worked successfully in other areas. 492. Aston Rowant Parish Council wrote with details of their Neighbourhood Plan pre-submission consultation, with a response deadline of the 27<sup>th</sup> March.</p>	<p>(b) JM (c) JM</p> <p>DT &amp; JM</p> <p>(a) JM (b) JM</p> <p>JM</p>
---	--

<b>493. PLANS</b> (Parish Council decision only):		
P20/S0668/HH	21 French Laurence Way	Single storey rear extension. FULLY SUPPORTS
P20/S0536/HH	61 Brinkinfield Road	Demolition of existing extensions and erection of single storey and two storey extensions. FULLY SUPPORTS
<b>494. DECISION NOTICES FROM SODC:</b>		
P19/S4305/FUL	Cuttmill Buildings	Demolition of premises and erection of

replacement storage building. GRANTED.

**495. POLICE REPORT:** No report received.

**496. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner reported on the 20/21 budget, the Local Plan, Coronavirus, and fly tipping.

**497. REPORT FROM THE COUNTY COUNCILLOR:** No report received as yet.

**498. 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:**

499. Three cheques had been signed outside of meetings; 006814 – 006816

500. The annual subscription to OALC for financial year 2020/2021, at a cost of £545.34, was approved; proposed Cllr. Ace, seconded Cllr. Nabb, agreed by all.

**501. ACCOUNTS SANCTIONED FOR PAYMENT:**

006814	Chris Lewis – replacement cameras	£740.40
006815	Fresh Air Fitness – equipment repairs	£608.94
006816	A. Ziemelis – Project ViKToR expenses	£476.58
006821	Countryside Est. Services – groundsman, cleaning	£2714.20
006822	Countryside Est. Services – groundsman, cleaning	£11.00
006823	M. Law – gate caretaking	£80.00
006824	N. Kerridge – youth work	£546.00
006825	B. Murphy – youth work	£104.00
006826	Talk Talk Business – web hosting	£93.88
006827	LINK – newsletter distribution	100.00
006828	T. Ace – racking expenses	£78.66
006829	OALC - subscription	£545.34
006830	A. Ziemelis – Project ViKToR expenses	£50.00

**ANY OTHER BUSINESS:**

502. Cllr. Nixey reported fly tipping within an entrance to a field on Mill Lane, and the matter will be reported to SODC.

CN

503. Cllr. Turner reported on the land drainage scheme at Langley Field Farm; a site meeting will be held by all parties involved.

504. Cllr. Waters reported that the OCC repairs undertaken on the potholes at the High Street, outside the row of shops, was inadequate and had already started to break up. OCC are to be made aware.

JM

505. Cllr. Ace reported that the OCC repairs on the footpath on Chapel Lane was inadequate. OCC are to be made aware.

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.*

**506. HR COMMITTEE:** There had been no Committee meeting.

Living & Minimum Wage Following the national increase, effective 1<sup>st</sup> April 2020, the Parish Council approved the hourly rates for 2020/2021; proposed Cllr. Nabb, seconded Cllr. Nixey, agreed by all.

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

The meeting closed at 9.04pm

Signed: ..... Chairman