

## **CHALGROVE PARISH COUNCIL**

An **ANNUAL GENERAL MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 5<sup>th</sup> May 2016**.

**Present:**

Cllr. A. Pritchard, Chairman	Cllr. T. Ace
Cllr. R. Reed, Vice-Chairman	Cllr. J. Nabb
Cllr. D. Turner, also Dist. Cllr.	Cllr. A. Maton
Cllr. K. Batley	Cllr. A. Dudley
Cllr. B. Gray	Cllr. B. Wilson

**Apologies Accepted:** Cllr. Collins, Cllr. S. Harrod - County Cllr.

**Not present:** n/a

**Members of the public:** 0

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

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

### **3. RECONSTITUTION OF COMMITTEES:**

**Allotments:** Cllrs. Ace (Chair), Pritchard, Nabb, Batley, Gray and Wilson. With Mrs. Wilson, Mr. Shorter, Mr. Strange and Mrs. Strange.

**Communications:** Cllrs. Maton (Chair), Pritchard, Nabb and Dudley.

**Footpaths & Lighting:** Cllrs. Reed (Chair), Pritchard, Nabb, Turner, Ace, Collins, Maton and Dudley.

**Finance & HR:** Cllrs. Nabb (Chair), Pritchard, Reed, Batley, Gray, Ace and Collins.

**Planning:** Cllrs. Pritchard (Chair), Nabb, Reed, Batley, Gray, Collins, Wilson and Dudley.

**Recreation:** Cllrs. Ace (Chair), Pritchard, Nabb, Reed, Turner, Gray, and Wilson.

**Village Hall:** Cllrs. Maton (Chair), Pritchard, Nabb, Gray, Collins and Wilson. With Mrs Hyde and Ms Barrington.

**Youth Club Management:** Cllrs. Pritchard (Chair), Nabb, and Turner. With Mrs. Potter.

**Emergency Planning:** All Councillors

**Neighbourhood Development Plan Committee:** Cllrs. Nabb (Chair), Pritchard, Maton and Turner.

**Chalgrove Charity Trustees:** Cllrs. Batley, Gray and Reed with Mrs. Ace, Mrs. Davidson, Dr. Neale and Rev. Cohen as ex-officio.

**Age Concern Trustees:** Cllrs. Pritchard and Batley.

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

4. The minutes of the meeting held 7<sup>th</sup> April 2016 were amended, approved and then signed by the Chairman; proposed Cllr. Maton, seconded Cllr. Wilson, agreed by all.

<b>PUBLIC SESSION</b>	
None	
<b>MATTERS ARISING:</b>	
5. SPEEDING: (a) The Speed Indication Device (SID) had been used once during the month of April by the Parish Council and their volunteers. (b) The schedule had been created for the months of May, June and July. (c) The Thames Valley Police 'Slow Down' notice on the corner of Baronshurst Drive and the High Street had been damaged. The Parish Council are to ask for a replacement.	(c) JM
6. VANDALISM & ASB: Nothing to report.	
7. LAND AT HARDINGS: (a) Quotations had been sought for a container large enough to hold Emergency Planning provisions. The Parish Council await a site visit from one of the suppliers. (b) The Clerk reported that once formal quotations had been received, the Parish Council are to proceed with a Change of Use Planning Application. Upon receipt of an	(a) JM (b) JM

approved application, the Parish Council are to apply for funding from SSE preferably before the next funding deadline in September.	
8. CHILDREN'S CENTRES – PROPOSED CLOSURES: Cllrs. Turner, Pritchard and Nabb are to attend a stakeholders meeting on the 9 <sup>th</sup> May.	AP,DT,JN
9. WOOD CHIPPINGS ON THE RECREATION GROUND: The Clerk reported that, as there had been no delivery of free chippings from Jenks, she had authorised 8 tonnes of wood chippings at a cost of £30 to be placed behind the skatepark and play area. More chippings are required and Jenks are to be chased.	JN
10. CHALGROVE BUSES: (a) The Parish Council await Thames Travel's proposals for the new T1 timetable. (b) Cllr. Turner awaits a response from Whites Coaches regarding the proposal that they take over the Wallingford route. (c) It is to be clarified whether the Parish Council can provide funds to a commercial bus route.	(c) DT
11. FOOTPATH 8 BRIDGE: (a) Cllr. Maton had assessed the bridge following the OCC works and found it to be robust. (b) It was noted that there were nails sticking out of the adjacent fence and the relevant resident is to be informed.	(b) JM
12. CRUMBLING 'ROAD' LEADING TO THE CHURCH: Following the request from St Mary's that OCC fill in the pot holes on the road leading to the Church, the matter had been reported on the Fix My Street website, and Cllr. Harrod had been made aware.	
13. QUARTERMAIN TREES: The matter is to be discussed at the Footpath and Lighting Committee meeting in May.	
14. METHODIST CHURCH – COMMUNITY ASSET: The paperwork had been completed and sent to SODC for approval.	
15. POTHOLE OUTSIDE SHOPS: Cllr. Pritchard had assessed the area and confirmed that further repairs were required. The matter had been passed to OCC Highways.	
16. LENDRUMS FUNFAIR: The Clerk is to write to residents of The Green and the Crown PH requesting that they do not park on The Green when the funfair arrives and leaves.	JM
17. LEYLANDII TREES – VILLAGE HALL CAR PARK: Following a site visit, a quotation for the removal of the trees was sought and the residents had been informed of the planned works.	
18. JOHN HAMPDEN SOCIETY: Mrs. Gill Lester had been informed that they may hold a ceremony at the John Hampden Memorial on the 18 <sup>th</sup> June.	
19. BROOK POLLUTION: (a) Following reports of brook pollution in the High Street brook, the Environment Agency had responded with 'nothing to report'. (b) It was noted that fly monitoring is done on the back brook and the Parish Council are to ask the voluntary group if they will occasionally do the same on the High Street brook.	(b) JM
20. JETWASHING: The jetwashing works on the tennis court and within the gated area next to the Village Hall had been completed in time for the May Day Festival.	
21. HIGH VISIBILITY VESTS: Due to the cost of printed high visibility vests, and the minimum order numbers, the Parish Council are to purchase plain vests and print their own logos using t-shirt transfer paper.	JM & AD
22. MATTERS UNRESOLVED: Land Registry (Mill Lane allotments & recreation areas), Chalgrove Battle Group notice boards, 16 High Street hedges, Church Cottage hedges, Chalgrove Band equipment, War Memorial grant, Waste Recycling Centre proposed closures, Chapel Lane alleyway shrubbery responsibilities, Mill Lane road sign, energy audit, stable planning permissions at Mill Lane, tennis.	
23. MATTERS ON HOLD: Clearance of footpaths 5&6, future of the Chalgrove Post Office, parked cars outside the Post Office, Community Service street cleaning, Local Council award.	
<b>24. NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE:</b> (a) Cllr. Nabb reported that the Committee still await the result of a grant application, in order to proceed with flood risk assessment surveys. (b) Cllr. Turner reported that the updated housing options will be published in the public domain in the next few months using a public consultation. The Parish Council will then be informed if the required housing numbers are to increase.	
<b>25. CROOKSTON SHIELD &amp; ANNUAL PARISH MEETING:</b> (a) Following a vote taken on the 21 <sup>st</sup> April, CWaCS were awarded the Crookston Shield and a £50 donation at the Annual Parish Meeting on the 28 <sup>th</sup> April. A LINK article is to be submitted detailing all those who	

<p>were nominated. (b) It was noted that some of the nominations hadn't been backed up with any evidence and a nomination form is to be created for the 2017 Crookston Shield. (c) The Annual Parish Meeting was well attended with 20 members of the public. (d) It was agreed by all that a speaker be found for the 2017 Annual Parish Meeting.</p> <p><b>26. COMMUNICATION COMMITTEE:</b> No Committee meeting had taken place.</p> <p><u>Queen's Birthday Tea Party</u> (a) It was reported that the Red Lion PH hoped to hold an event on the same day but had kindly offered to move the date of their event. (b) It was clarified that all costs would be funded using the SODC grant. (c) Further matters are to be discussed at the next Communications Committee meeting.</p> <p><u>Other Matters</u> discussed included 'no dogs allowed on the MUGA' notices, and missing articles in the LINK.</p> <p><b>27. FLOODING &amp; EMERGENCY PLAN:</b> A multi-agency meeting is to take place on Thursday 26<sup>th</sup> May. Cllrs. Pritchard, Nabb, Reed, Gray and Turner are to attend.</p> <p><b>28. RECREATION COMMITTEE:</b> A Committee meeting had taken place on the 21<sup>st</sup> April and the minutes are available from the Parish office.</p> <p><u>Work required to pitches</u> (a) Following costly quotations received from contractors for the 'interim' work required, it was agreed to proceed with the work using hired machinery and the Parish Council groundsman at a maximum cost of £2500; proposed Cllr. Pritchard, seconded Cllr. Wilson, agreed by all. (b) 3 quotations are to be sought for the larger works required. (c) An application for Football Foundation funding is to be submitted for the larger works required.</p> <p><u>Work required to footpath by the gate</u> The Parish Council groundsman had quoted £195 to dig out the grass verge and replace with gravel. Photos are to be taken during the next rainfall to ascertain whether the proposed work would alleviate the puddling.</p> <p><u>Trees</u> (a) The replacement Jubilee Walk trees had been planted. (b) Tree no. 17 had been nibbled by an animal and the bark had been stripped. It was felt by all that the tree should be replaced using a leftover tree from the replacement works. (c) Jubilee Walk trees are to be watered every Tuesday at 10am unless it rains. (d) Cllr. Ace is to donate a horse chestnut tree to be planted in honour of the Queen's 90<sup>th</sup> birthday. Permission is to be sought from OCC Highways to have the tree planted on the 'triangle' on the corner of Monument Road, Berrick Road and the High Street.</p> <p><u>Other matters discussed</u> included boot scrapers and the kissing gate behind Chibnall Close.</p> <p><b>29. FINANCE COMMITTEE:</b> The Parish Council had agreed to increase the Precept for this financial year based upon the analysis of the Budget Questionnaire. It was proposed to use £2000 for buses and £3400 for street cleaning. Oxfordshire Together are to be informed of the decision and further information is to be gathered before a formal decision is agreed.</p> <p><b>30. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p> <p><u>Completed</u> Frost bench installation, Jubilee Walk tree replacement, removal of a fallen willow, re-angling of the MUGA lighting, Village Hall exterior lighting repairs, time change on the MUGA clock, installation of Pavilion hand tower dispensers, jetwashing of the Tennis Court and Village Hall gated area.</p> <p><u>Awaiting Completion</u> Wood chippings behind the skatepark, kitchen design by Howdens, interim pitch repairs, repairs to fitness equipment, erection of 'no dogs' MUGA signage.</p> <p><u>Awaiting Approval</u></p> <ul style="list-style-type: none"> <li>(a) Crowning of the recreation ground willow trees, at a cost of £770, was approved; proposed Cllr. Ace, seconded Cllr. Batley, agreed by all.</li> <li>(b) Removal of the Village Hall car park Leylandii trees, at a cost of £1370, was approved; proposed Cllr. Ace, seconded Cllr. Batley, agreed by all.</li> <li>(c) Tea Party leaflet printing, at a maximum cost of £260, was approved; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.</li> </ul> <p><u>Quotations Required</u> Sandbag storage solutions, Village Hall brickwork repair, Village Hall tile repair, Village Hall entrance foyer manhole grip cover repair, MUGA new carpet.</p> <p><u>On Hold</u> Village Hall toilet / kitchen refurbishment, roof survey, roof replacement, Village Hall boiler replacement, War Memorial repairs.</p>	<p>(b) JM</p> <p>(d) JM</p> <p>AP, RR, JN BG, DT, JM</p> <p>(a) JM</p> <p>(b) JM (c) JM</p> <p>JM</p> <p>(b) TA</p> <p>(c) BW &amp; TA (d) JM</p> <p>JM</p>
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<b>CORRESPONDENCE:</b> 31. A young user of the skatepark had written regarding broken glass on the skatepark. He had been informed by the Clerk to report any further incidences straight away so that the CCTV could be checked. 32. The Primary School had notified the Parish Council of the damage to Frogmore following the May Day festival. They are to be offered free of charge use of the recreation ground for their sports day should they need it.	JM
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**33. PLANS** (Parish Council decision only):

None

**34. DECISION NOTICES FROM SODC:**

P16/S0110/HH	35 Liddon Road	Two storey extension (altered plans) GRANTED
P16/S0095/LB	100 High Street	Installation of surface mounted gas meter box GRANTED
P16/S0124/HH	33 Mill Lane	Single and two storey extension (altered plans) GRANTED

<b>35. MONTHLY POLICE REPORT:</b> None	
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**36. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner provided a report. Matters discussed included (a) SODC's decision to carry out an independent study to find the best structure for local government to serve the area in the future. (b) The delay to the change in telephone numbers at SODC. (c) The extra garden waste collection in May and the 10% discount for all residents requiring a second bin. (d) SODC's successful new recycling services. (e) SODC's proposal to change the way that planning decisions are made. (f) Changes to services at Abbey House. (g) The Queen's birthday celebrations. (g) SODC's latest grant opportunities.

**37. REPORT FROM THE COUNTY COUNCILLOR:** Cllr. Harrod's report was not available for the meeting.

**38. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** All areas are satisfactory, with some areas to be discussed at the next Recreation Committee meeting. It was reported that the newly applied grips on the fitness equipment had been taken off again.

**ACCOUNTS:**

39. Three cheques had been signed outside of meetings; 005684-005686

40. The Community First 2016/2017 membership, at a cost of £70, was approved; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.

41. The Community First Village Hall 2016/2017 membership, at a cost of £50, was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.

**42. ACCOUNTS SANCTIONED FOR PAYMENT:**

005684	J. Coe – gate caretaker	£50.00
005685	G. Law – gate caretaker	£50.00
005686	CWaCS – crookston shield	£50.00
005691	P. Hall – groundsman	£1000.00
005692	P. Hall – groundsman	£694.61
005693	J. Coe – gate caretaker	£40.00
005694	G. Law – gate caretaker	£40.00
005695	B. Murphy – youth work	£115.10
005696	N. Kerridge – youth work	£468.00
005698	Assist UK – financial assistance	£387.75
005699	SODC – rates	£476.00
005700	TalkTalk Business – web hosting	£67.00
005701	BCB – grass cutting	£420.12
005702	A. Pritchard – expenses	£9.98
005703	Darke & Taylor – exterior light repairs	£410.27
005704	Chiltern Sports – jetwashing	£768.00
005705	Viking Direct – office & cleaning supplies	£420.16
005706	Oxfordshire Youth – membership	£72.00
005707	Arthur J Gallagher – youth club insurance	£106.30

<b>ANY OTHER BUSINESS:</b>	
43. Cllr. Reported that street light no. 19 was day burning. The matter is to be passed to OCC.	JM
44. Cllr. Gray reported the overflowing dog bins on the recreation ground. The matter had already been reported to BIFFA.	JM
45. Cllr. Dudley clarified that the response to the speeding letter within the LINK had come from the LINK team not the Parish Council.	
46. Cllr. Turner notified the Parish Council of his attendance at the NAG meeting in May.	
47. Cllr. Batley reported that the High Street railing was still damaged. OCC are to be informed.	JM
48. Cllr. Pritchard noted that the potholes within The Green had not been filled in and are to be done by the Parish Council.	BW
49. Cllr. Nabb noted that there should be a weight restriction of vehicles using the recreation ground during the May Day festival.	
50. Cllr. Turner noted that hedges still needed to be cut back at 16 High Street.	JM
51. Cllr. Turner spoke of his conversation with a resident who had requested more dropped kerbs throughout the village. The matter had been passed to Steve Harrod.	
52. Cllr. Batley requested that signage be put on the cars parking on pavements. OCC are to be asked for the rules regarding parking on footpaths.	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.*

<b>53. CHALGROVE PARISH COUNCIL Vs KNIGHTS LEGAL CASE:</b> It was reported that to date a figure had been received back as part of the costs.	
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**Inclusion of the public:** *The public were no longer excluded.*

**DATES:**

- 18<sup>th</sup> May, Planning Committee, 7pm, James Martin Room
- 18<sup>th</sup> May, Footpaths & Lighting Committee, 7.15pm, James Martin Room
- 31<sup>st</sup> May, Finance Committee, 7pm, James Martin Room
- 2<sup>nd</sup> June, Parish Council Meeting, 7.30pm, James Martin Room
- 7<sup>th</sup> June, Youth Club Committee, 6pm, Youth Centre
- 9<sup>th</sup> June, Village Hall Committee, 7pm, James Martin Room

The meeting closed at 9.51pm

Signed: ..... Chairman