

## **CHALGROVE PARISH COUNCIL**

**AN ANNUAL GENERAL MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 4<sup>th</sup> May 2017.**

**Present:**

Cllr. A. Pritchard, Chairman	Cllr. R. Reed
Cllr. J. Nabb	Cllr. T. Ace
Cllr. D. Turner	Cllr. A. Dudley
Cllr. K. Batley	Cllr. A. Ziemelis
Cllr. B. Gray	Cllr. C. Nixey

**Apologies Accepted:** n/a

**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. Nabb, agreed by all.

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

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

**Allotments:** Cllrs. Ace (Chair), Pritchard, Nabb, Batley, Gray and Nixey. With Mr. Brian Wilson, Mrs. Hilary Wilson, Mr. Alan Shorter, Mr. Steve Strange and Mrs. Sally Strange.

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

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

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

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

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

**Village Hall:** Cllrs. Dudley (Chair), Pritchard, Nabb, Gray and Ziemelis. With Mrs. Sharon Hyde and Ms. Jeanette Barrington.

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

**Emergency Planning:** All Councillors.

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

**Chalgrove Charity Trustees:** Cllrs. Batley, Gray and Reed with Mrs. Wendy Ace, Mrs. Gerry Davidson, Dr. Ian Neale and Rev. Ian 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. Pritchard, seconded by Cllr. Gray, agreed by all.

4. The minutes of the meeting held 6<sup>th</sup> April 2017 were amended, approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Reed, agreed by all.

### **PUBLIC SESSION**

None.

### **MATTERS ARISING:**

5. COUNCILLOR VACANCY: Following the resignation of Mr. Brian Wilson as Parish Councillor, SODC's Election Office had been informed of the resignation and the Notice of Councillor Vacancy had been placed in the public domain on the 25<sup>th</sup> April 2017. If, after 14 days, the public have not called an election, the Parish Council will fill the vacancies by co-option.

6. DOG MESS: (a) Following letters received from the Year 4 students, a letter in response had been sent by the Chairman. (b) Cllr. Dudley and the Clerk met with Cleaner Chalgrove representatives, Jacky Nabb and Kelly Potter, on the 13<sup>th</sup> April with the aim of reducing dog mess left throughout the village. Matters discussed included posters on the school gates, larger dog bins on the 'top rec', and 'Project Pink Poo'.

7. GARDEN & FOOD WASTE DUMPED ON THE RECREATION GROUND: Following reports of

<p>dumped garden waste, and food waste which could be harmful to dogs, the Parish Council wrote to all residents of Chibnall Close and Baronshurst Drive who back onto the recreation ground. There have been no further reports of dumped waste.</p> <p>8. SPEEDING: The SID team went out twice during April with a total of 38 vehicles reported to Thames Valley Police for speeding.</p> <p>9. VANDALISM &amp; ASB: No reports of vandalism or antisocial behaviour had been made to the Parish Council office.</p> <p>10. WORK REQUIRED TO THE LAUREL HEDGING – AMERICAN WAR MEMORIAL: Chalgrove Parish Council are to undertake the work required to the laurel hedging surrounding the war memorial, and to dispose of the cuttings.</p> <p>11. CHALGROVE &amp; WATLINGTON'S CHILDREN'S CENTRE – ADMINISTRATION OF PAY:  (a) Cllr. Turner had chased the C&amp;WCC Management Committee for the information required to complete the contracts; all details had since been received and the contracts amended.  (b) There had been confusion over the administration of pay; Chalgrove Parish Council believed that funds would be received from the C&amp;WCC Management Committee in order for the Parish Council to pay the contracted workers, but it was reported that payment would be made directly from the C&amp;WCC Management Committee to the contracted workers. It was queried whether the Parish Council needed to be involved and the C&amp;WCC Management Committee clarified that, as an unincorporated organisation they could all be liable as individuals, and therefore required Chalgrove Parish Council to be involved in order to diminish that. A meeting is to be held with all parties to clarify that Chalgrove Parish Council do not hold any responsibility or liability.  (c) It was queried whether the Parish Council would be donating £5000 on an annual basis to the Children's Centre. Funding had been confirmed as part of the budget review for financial year 2017/2018, but clarification is needed with regards to future funding.</p> <p>12. ANNUAL PARISH MEETING &amp; CROOKSTON SHIELD: (a) The Annual Parish Meeting had been a success with an excellent talk given by Natalie Breden, River Thame Conservation Trust. (b) Following a vote taken on the 21<sup>st</sup> April, Bob Larter – Chalgrove Walking Football - was awarded the Crookston Shield and a £50 donation at the Annual Parish Meeting. A LINK article is to be submitted</p> <p>13. BENCH FOR BOB GASKELL: The bench had been installed in time for the Chalgrove May Day Festival. An invoice will be sent to the family.</p> <p>14. PIANO TUNING: Tuning of the Village Hall piano is to take place on the 18<sup>th</sup> May with a maximum cost of £100; proposed Cllr. Pritchard, seconded Cllr. Batley, agreed by all.</p> <p>15. ALLOTMENT COMMITTEE: Expenditure figures, for the last 5 years, are to be submitted to the Committee Chairman, Cllr. Ace.</p> <p>16. BRINKINFIELD PARKING ISSUES: Following complaints regarding dangerous parking on Brinkinfield Road, near the junction with the High Street, OCC were asked if white lines could be painted. The matter is also to be reported to Thames Valley Police, polite notes are to be left on the vehicles and a LINK article is to be submitted detailing the danger of parking too close to a junction.</p> <p>17. SODC BUSINESS RATES: Following the receipt of a zero valued business rates bill for 2017/2018, SODC had been alerted of their mistake. No response had yet been received.</p> <p>18. COMMUNITY ASSETS: The nomination of Chalgrove Cricket Ground as an asset of community value was approved; proposed Cllr. Pritchard, seconded Cllr. Batley, agreed by all.</p> <p>19. KERB CLEANER VACANCY: Details of the vacancy are to be advertised as soon as possible.</p> <p>20. OCVA VOLUNTEER AWARDS: The Parish Council had nominated Jackie Edwards, CHATS, for her involvement in setting up the hospital transport service. She is to attend the awards ceremony alongside Cllr. Dudley.</p> <p>21. THAMES IN BLOOM 2018: Letters are to be sent to High Street businesses, to ascertain interest, as soon as possible.</p> <p>22. MATTERS UNRESOLVED: Application to modify the Definitive Map, charities account,</p>	<p>TA &amp; CN</p> <p>(b) JM</p> <p>(c) JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>AP &amp; JM</p> <p>AD</p> <p>JM</p>
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<p>broken railing at the High Street, land at Hardings, land Registry (Mill Lane allotments &amp; recreation areas), Chalgrove Battle Group notice boards, Chapel Lane alleyway shrubbery responsibilities, stable planning permissions at Mill Lane, tennis.</p>	
<p>23. MATTERS ON HOLD: Future of the Chalgrove Post Office, parked cars outside the Post Office, Community Service street cleaning, Local Council award.</p>	
<p><b>24. VILLAGE HALL COMMITTEE:</b> A Committee meeting had been held on the 21<sup>st</sup> April 2017 and the minutes are available from the Parish Council office.</p>	
<p><u>Kitchen/Toilet Refurbishment</u> (a) Two quotations for the refurbishment for the Village Hall toilets and kitchen had been received and a third is to be sought. It was agreed by all to proceed with the quotation from Abingdon Bathrooms and Kitchens for the purposes of applying for a grant. (b) Queries had arisen from the quotation and a representative from Abingdon Bathrooms and Kitchens is to be invited to a Village Hall Committee meeting to discuss the project further. (c) A quotation had been sought for the repositioning of the kitchen fuse board and the installation of new lighting in the kitchen and toilets.</p>	<p>(a) JM (b) JM (c) JM</p>
<p><b>25. RECREATION COMMITTEE:</b> A Committee meeting had been held on the 20<sup>th</sup> April 2017 and the minutes are available from the Parish Council office.</p>	
<p><u>Cavaliers FC</u> (a) Due to high ongoing maintenance costs, it had been agreed not to proceed with pitch improvements as quoted by Whitehorse Contractors. It was agreed that harrowing of the 'top rec' pitch would take place, funded by the Cavaliers FC, following the end of the football season in May. Fertilising works would take place on the 'top rec' and Janes Meadow immediately after, funded by the Parish Council. (b) The Cavaliers FC are to submit proposals for the placement of nets over the bramble hedging at the 'top rec' to reduce the amount of popped footballs. (c) The Cavaliers FC requested permission to enlarge the ¾ size pitch on Janes Meadow to a full size pitch to be used by the U15 team. Permission was granted, agreed by all.</p>	<p>(a) CN &amp; JM</p>
<p><u>MUGA</u> It was agreed by all that steps would be taken to improve the MUGA surface. The Clerk is to meet with Chiltern Sports and Bob Larter, Cavaliers FC, to obtain a quotation and to discuss ways to alleviate the drainage issues. Quotations for sand are to be sought as an interim solution before training restarts in October.</p>	<p>JM</p>
<p><u>Other matters discussed</u> included Playdale, weed removal working parties and a site inspection.</p>	
<p><b>26. COMMUNICATIONS COMMITTEE:</b> No Committee meeting had been held.</p>	
<p><u>Newsletter</u> The newsletter had been approved by the Committee and sent for printing.</p>	
<p>Councillors were provided with details of the distribution schedule.</p>	
<p><u>Tea Party</u> A Committee meeting is to be held to discuss the Tea Party.</p>	
<p><u>Other matters discussed</u> LINK articles.</p>	<p>AP &amp; JM</p>
<p><b>27. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b></p>	
<p><u>Emergency Plan</u> (a) The Emergency Plan is to be updated and distributed to all Councillors.</p>	<p>(a) JM</p>
<p>(b) A meeting alongside the street wardens is to be arranged for June or July. (c) Requests</p>	<p>(b) JM</p>
<p>for more street wardens are to be placed in the LINK, the newsletter and in the Village Hall entrance foyer.</p>	<p>(c) JM</p>
<p><u>Back Brook</u> A letter is to be written to all riparian owners to ask them not to dump any garden waste in the watercourse.</p>	<p>JM</p>
<p><b>28. NEIGHBOURHOOD DEVELOPMENT PLAN:</b> Cllr. Nabb reported on the work undertaken by the Committee. (a) The consultation on the pre-submission draft Neighbourhood Development Plan had started, with a deadline for comments on the 5<sup>th</sup> June 2017. Details of the consultation had been sent to all statutory consultees and placed in the public domain by way of the Parish Council website, the LINK magazine, social media and email updates. A drop in event is to be held on the 7<sup>th</sup> May for the public to view the draft NDP and to share their views. (b) Wates, the developer for CHAL7 (east of Chalgrove) had submitted a planning application to build 120 homes. The Parish Council and NDP Committee were successful in their attempts to have the application refused at an SODC Planning Committee meeting.</p>	

<p><b>29. PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b>  <u>SODC Local plan</u> (a) Further to SODCs consultation of the second phase of the Local Plan, the public had been urged to comment. SHIELD, a local voluntary organisation, are to distribute a newsletter containing instructions on how to comment on the consultation, as well as offering guidance at public drop in events. (b) Year 5 students from Chalgrove Primary School had written letters of objections to any development at the Airfield; the letters will be forwarded to SODC.  <b>30. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.  <u>Completed</u> Receipt and installation of Gaskell bench, arrival of office furniture, jetting of the car park drains.  <u>Awaiting Completion</u> Repairs to the tile roof at the High Street bus stop, clearing and jetting of the car park drains (by the school), fertilising of Janes Meadow and 'top rec'.  <u>Awaiting Approval</u>  None  <u>Quotations Required</u> New notice board next to the Post Office, 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.  <u>On Hold</u> French drain for flooded footpath next to recreation ground, updated Jubilee Walk tree plaque.  <b>CORRESPONDENCE:</b>  31. <u>St. Marys Church Flower Festival Committee</u> wrote to request whether the Parish Council wish to place an exhibit at the flower festival from the 22<sup>nd</sup> to the 24<sup>th</sup> September. It was agreed by all to participate.  32. <u>Correspondence had been received by residents objecting to the removal of railings in the alleyway between Chapel Lane and French Laurence.</u> 3 of the 6 guardrails had been removed by OCC as they said they no longer complied with the Disabilities Discrimination Act, following reports that a disabled resident was unable to use the footpath using a mobility scooter. Residents objected further and we await further comments from OCC.  33. <u>Community First Oxfordshire</u> wrote to invite the Parish Council to their Community Transport Network meeting on the 22<sup>nd</sup> May. Cllr. Dudley is to attend.  34. <u>A Brinkinfield Road resident wrote regarding an abandoned vehicle</u> on Brinkinfield Road near the junction with the High Street. SODC had been informed who will serve notice to the owner of the vehicle.  35. <u>Pyrton Parish Council</u> wrote to report that their NDP consultation is to be open between the 5<sup>th</sup> May and the 16<sup>th</sup> June. The Chalgrove NDP Committee are to respond.</p>	<p>(b) JM</p> <p>AP</p> <p>AD</p> <p>JN &amp; AP</p>
<p><b>36. PLANS</b> (Parish Council decision only):</p>	
<p>P17/S0722/FUL      Lamb PH, Mill Lane</p>	<p>Single storey extension to rear and new external fire escape from first floor to ground floor.</p>
<p>P17/S1282/HH      1 Franklin Close</p>	<p>OBJECTION RETRACTED following discussion with SODC  Front and rear single storey extension.  REFUSED</p>
<p>P17/S1384/O      Land southeast of  Tower Estate, Warpsgrove</p>	<p>Industrial building with access and parking.  APPROVED</p>
<p><b>37. DECISION NOTICES FROM SODC:</b></p>	
<p>None</p>	
<p><b>38. MONTHLY POLICE REPORT:</b> No report had been received. It was noted that Thames Valley Police would endeavour to provide a report once every 3 months.</p>	
<p><b>39. REPORT FROM THE DISTRICT COUNCILLOR:</b> Cllr. Turner provided a report: (a) Thames Valley Police had launched a new mobile phone app. (b) Garden waste customers can leave extra garden waste out</p>	

for collection on Tuesday 23<sup>rd</sup> May. (c) The annual compost giveaway will take place on the 13<sup>th</sup> and 14<sup>th</sup> May. (d) The Individual Councillor Scheme had been approved, giving each District Councillor £5000 to awards in grants for community projects within their areas. (e) Reports show that CCTV operators in Didcot, Henley, Thames and Wallingford produced 25 evidence packs for court proceedings and supported 25 arrests between January and March 2017. (f) SODC pledged to resettle eight Syrian refugee families under a Home Office funded scheme. (g) Miss Jane Cranston had been formally sworn in as High Sheriff of Oxfordshire.

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

**41. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** (a) The monthly assessment of equipment had been undertaken. All areas are satisfactory. (b) Cllrs. Pritchard and Ace are to meet with the Clerk and Groundsman to discuss all works required.

**ACCOUNTS:**

42. Seven cheques had been signed outside of meetings; 005979 - 005985

**43. ACCOUNTS SANCTIONED FOR PAYMENT:**

005980	CFO – membership	£70.00
005981	CFO – Village Hall affiliation	£50.00
005982	1 <sup>st</sup> Chalgrove Scouts – litter picks	£1275.00
005983	Arthur J Gallagher – Youth Club insurance	£106.68
005984	Cavaliers FC – Crookston Shield donation	£50.00
005985	I. Gifford – software expenses	£79.99
005994	Assist UK – financial assistance	£198.00
005995	P. Hall – groundsman	£1000.00
005996	P. Hall – groundsman	£623.90
005997	B. Murphy – youth work	£78.00
005998	N. Kerridge – youth work	£468.00
005999	M. Law – gate caretaker	£80.00
006000	A. Pritchard – mileage expenses	£27.00
006061	FG Alden Ltd – boiler service & repairs	£574.32
006062	TalkTalkBusiness – web hosting	£56.80
006063	BCB – grass cutting	£368.10
006064	David Ogilvie Ltd – Gaskell bench	£1008.00
006065	Yorkshire Gas & Power – gas supply	£277.00
006066	AW Mobbs – ballast	£61.50
006067	Viking Direct – office supplies, sundries, furniture	£580.09
006068	OPC Drain Services – car park jetting	£300.00

**ANY OTHER BUSINESS:**

44. Cllr. Turner reported that, following work done to the green at Brookside by SOHA, the bollards had not been reinstated straight away, but had now been done.	
45. Cllr. Ace noted that the 'Public Car Park' sign in front of the Crown PH was not visible due to the large waste bins. The sign is to be moved.	JM
46. Cllr. Dudley reported on concerns over the Rupert Close steps, leading to the High Street, and requested to know whether part of the steps could be turned into a slope.	JM
47. Cllr. Reed requested that all Councillors undertake a footpath inspection when distributing the newsletters.	ALL
48. Cllr. Ziemelis offered to source a replacement Village Hall cleaner to cover sickness leave.	AZ
49. Cllr. Pritchard spoke of the RAF Benson Annual Reception. Cllrs. Pritchard, Dudley and Ziemelis are to attend.	AP,AD,AZ

**DATES:**

25<sup>th</sup> May, Planning Committee, James Martin Room, 6.45pm  
 25<sup>th</sup> May, Finance Committee, James Martin Room, 7.00pm  
 25<sup>th</sup> May, Footpaths & Lighting Committee, James Martin Room, 8pm  
 1<sup>st</sup> June, Chalgrove Parish Council Meeting, James Martin Room, 7.30pm  
 The meeting closed at 9.56