

## **CHALGROVE PARISH COUNCIL**

An **ANNUAL GENERAL MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 3<sup>rd</sup> May 2018**.

**Present:** Cllr. A. Pritchard, Chairman  
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

County Cllr. S. Harrod

**Apologies Accepted:** Cllr. Dudley

**Not present:** n/a

**Members of the public:** 2

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

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

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

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

**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, Gray and Ace.

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

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

**Village Hall:** Cllrs. Ziemelis (Chair), Pritchard, Nabb, Gray and Dudley. With 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, Dudley, and Ziemelis.

**Chalgrove Charity Trustees:** Cllrs. Pritchard, 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 Ace.

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

4. The minutes of the meeting held 5<sup>th</sup> April 2018 were approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Pritchard, agreed by all.

### **PUBLIC SESSION**

5. Residents of Langley Road spoke of their objections to Planning Application P17/S2367/FUL – land at Hardings.

#### **MATTERS ARISING:**

6. COUNCILLOR VACANCY: (a) The vacancy created by the resignation of Mr. Wilson is ongoing, with a deadline for applications on the 30<sup>th</sup> June 2018. (b) The vacancy created by the death of Mr. Batley will be reported to SODC, whereby a public consultation will begin to determine whether an election is called or whether the Parish Council may appoint a Councillor via co-option.

7. SPEEDING: (a) There had been no SID usage within April due to unavailability of the SID.

(a) JM  
(b) JM

<p>(b) The SID device had been booked for a week in June. (c) Options for mobile Speed Indication Devices, and their associated cost, are to be discussed at the next meeting.</p>	<p>(b) AP,JN,AD (c) JM</p>
<p>8. VANDALISM &amp; ASB: (a) Following recent complaints from regular hirers regarding young people being disruptive in and around the Village Hall, advice was sought on the installation of CCTV within the entrance foyer. Discussions took place regarding the need for CCTV and it was agreed that the hirer be asked to identify the young people involved in the first instance. (b) Vandalism had taken place to the concrete base under the newly installed Bob Larter bench. The Groundsman is to rectify the damage.</p>	
<p>9. PARKING ISSUES: <u>Brookside SOHA</u> had been asked to consider changing part of their green space into car parking spaces to alleviate the parking problems. A meeting is to be requested with SOHA to discuss further.</p>	<p>DT</p>
<p><u>Flemming Avenue</u> (a) The installation of bollards for the two green areas on Mill Lane at the entrance to Flemming Avenue, at a cost of £4990.00 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all. (b) OCC are to be asked to complete the works required asap. (c) Temporary 'No Parking' signs are to be placed in the area.</p>	<p>(b) JM (c) JM</p>
<p><u>Chibnall Close</u> A resident had written to report dangerous parking on the corner of Chibnall Close and Baronshurst Drive. A letter is to be sent to the resident concerned.</p>	<p>JM</p>
<p>10. 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.</p>	<p>JM</p>
<p><u>Training</u> The Clerk was unable to attend the OALC training on the 18<sup>th</sup> April due to ill health.</p>	<p>JM</p>
<p><u>Audit</u> Work continues on completing the accounts for 2017/2018.</p>	<p>JM</p>
<p><u>Donation</u> Approval was made to donate £100 to the various fundraising schemes in honour of the village's farewell to Rev. Ian Cohen on the 2<sup>nd</sup> June; proposed Cllr. Ace, seconded Cllr. Turner, agreed by all.</p>	<p>JM</p>
<p>11. GREEN SPACE AT ENTRANCE TO ARGOSY CLOSE: After obtaining comments from the Groundsman, the shrubbery is to be cut back, not removed. A maximum cost of £50 was approved; proposed Cllr. Nabb, seconded Cllr. Reed, agreed by all.</p>	<p>JM</p>
<p>12. VILLAGE HALL HIRE TERMS &amp; CONDITIONS: The Terms and Conditions are to be reviewed by the Village Hall Committee; to include any necessary guidelines on SafeGuarding, comments regarding GDPR, and a checklist for cleaning the Village Hall after use following several reports of hirers leaving a mess.</p>	<p>JM</p>
<p>13. LAND SOUTH OF MILL LANE: Following a meeting held with Baca Architects on the 19<sup>th</sup> April, it was agreed by all that the Parish Council's opinion had not changed and that they would continue to object to the Planning Application. SODC are to be informed.</p>	<p>JM</p>
<p>14. DOG MESS: The Clerk met with Kelly Potter, Cleaner Chalgrove, to discuss increased dog mess on the recreation ground. It was noted that Cleaner Chalgrove's 'Pink Poo Project' had been ridiculed on social media and that there was no enthusiasm to do it again, and that dog walkers must be more forceful with those who do not pick up after their dogs as third hand information is not always useful. It was agreed that (a) A new forceful poster is to be drafted and approved by Thames Valley Police (b) The Chapel Lane dog bag dispenser is to be moved closer to the Chapel Lane dog bin. (c) 'No Dogs' signage to be placed on the play area gates. (d) A map of all village dog bin and bag dispensers is to be produced for use on the website and social media. (e) Cleaner Chalgrove are to visit the school children. (f) A poster competition is to be organised within the Primary School and Youth Club – with prizes funded by Cleaner Chalgrove and the Parish Council. £30, to be matched funded by Cleaner Chalgrove, was approved; proposed Cllr. Ziemelis, seconded Cllr. Reed, agreed by all.</p>	<p>(a) JM (b) JM (c) JM (d) JM (e) JM</p>
<p>15. VOLUNTARY &amp; COMMUNITY GROUP AWARDS: CHATS and Age Concern had been nominated.</p>	
<p>16. HIGH STREET RESIDENTS MEETING WITH THE EA: Cllr. Turner had reported that a High</p>	<p>DT</p>

<p>Street resident was to meet with the EA due to a suspected brook blockage downstream.</p> <p>17. <b>MATTERS UNRESOLVED:</b> Joint User Agreement amendments, Thames Travel T1 issues, Oxford to Cambridge Expressway, Footpath 8 Project, TVP Action Day, 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>18. <b>MATTERS ON HOLD:</b> Community Service street cleaning, Local Council award.</p>	
<p><b>19. GENERAL DATA PROTECTION REGULATION (GDPR):</b> GDPR will take effect in the UK from the 25<sup>th</sup> May 2018. It replaces the existing law on data protection and gives individuals more rights and protection regarding how their personal data is used.</p>	
<p>(a) Actions completed: Data Audit, Subject Access Request Policy, General Privacy Notice, Staff Privacy Notice.</p>	
<p>(b) Actions to be completed: CCTV Policy, placement of all GDPR documents online, an email to be sent to the database asking them to 'opt-in' to further communications, Privacy Notice to be sent to all staff and Councillors, amendments to be made to Village Hall hire application, Allotment Tenancy application and Youth Club registration, the deletion of all unnecessary emails at the Parish Office.</p>	JM
<p><b>20. FOOTPATHS &amp; LIGHTING COMMITTEE:</b> (a) It was agreed that all footpath reports would be submitted to the Clerk by the 30<sup>th</sup> June. (b) Councillors are to distribute letters to residents where necessary.</p>	(a) ALL (b) ALL
<p><b>21. YOUTH CLUB COMMITTEE:</b> A Committee meeting had been held on the 10<sup>th</sup> April 2018; minutes are available from the Parish Council office.</p>	
<p><u>General</u> (a) Drug and alcohol awareness workshops are to be held for both age groups.</p>	JM
<p>(b) Networking visits are to be made to nearby Youth Clubs. (c) Discussions took place regarding any work required or equipment purchased. (d) Volunteer recruitment is required.</p>	
<p><u>Oxfordshire Youth</u> (a) Approval was made to become a full member of Oxfordshire Youth, at a cost of £80 ex VAT; proposed Cllr. Pritchard, seconded Mrs Potter, agreed by all. (b) It was noted that Oxfordshire Youth would be using Chalgrove Youth Centre for a networking event on the 22<sup>nd</sup> November 2018.</p>	
<p><u>Youth Worker Reports</u> Both Youth Workers reported on activities undertaken and any Incident Reports.</p>	
<p><u>Chalgrove Youth Club Fun Day 2018</u> Following the success of last years Fun Day, it was agreed by all to hold another.</p>	JM
<p><b>22. RECREATION COMMITTEE:</b> There had been no Committee meeting; the meeting scheduled for the 19<sup>th</sup> April 2018 had been cancelled due to the unavailability of the Cavaliers FC Committee.</p>	
<p><u>Cavaliers FC</u> Following resignations within the Cavaliers FC Committee, new members had been sought and are to be signed up at the beginning of May. A meeting is to be scheduled to discuss ongoing issues.</p>	JM
<p><u>MUGA</u> The Clerk is to meet with Chiltern Sports to discuss drainage under the MUGA, before proceeding with quotations and grant applications.</p>	JM
<p><u>Trees</u> (a) The Parish Council await for general tree works to be completed by the Groundsman (b) The pollarding of the 4 large trees in front of the tennis court had been completed and thanks are to be given to the contractor, Mr Hinton, for such good work. (c) The chippings had been distributed behind the Skate Park and Play Area in preparation for the May Day festival.</p>	
<p><b>23. COMMUNICATIONS COMMITTEE:</b></p>	
<p><u>LINK Articles</u> (a) Articles had been submitted for the May LINK – parking issues, dog mess on the recreation grounds, Annual Parish Meeting, and SODC's Local Plan. (b) A meeting is</p>	(b) AP

<p>to take place on the 8<sup>th</sup> May to discuss articles for the June LINK.</p> <p><b>24. VILLAGE HALL COMMITTEE:</b> There had been no Committee meeting.</p> <p><u>Project ViKToR</u> (a) The SODC grant application had been completed and submitted.  (b) Grant applications for WREN and Awards For All are to be finalised and submitted.</p> <p><b>25. CROOKSTON SHIELD:</b> (a) Nominations had been received for the Chalgrove 10K Committee, Chalgrove Youth Club, First Steps Family Hub, Chalgrove Junior Netball Club, Raymond and Suzanne Sexton, Friends of Chalgrove School, Chalgrove NDP Committee, and the Chalgrove Airfield Action Group (SHIELD). (b) Following a vote, the Crookston Shield is to be awarded to members of SHIELD, along with a cheque for £50, at the Annual Parish Meeting on the 4<sup>th</sup> May 2018.</p> <p><b>26. NEIGHBOURHOOD DEVELOPMENT PLAN:</b> Cllr. Nabb had provided a report on the work undertaken by the NDP Committee; the Inspector had sent his initial comments, and SODC are to assist with the response.</p> <p><b>27. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b> Following the SODC full Council rejection of the Cabinet's proposal to keep the Local Plan as it is, a decision must now be made between (a) removing Chalgrove Airfield from the Local Plan or (b) retaining the Chalgrove Airfield site but adding a reserve site, or sites, in case Chalgrove fails to be deliverable. The Cabinet will discuss the options at a meeting on the 10<sup>th</sup> May and their recommendation will go to full Council on the 15<sup>th</sup> May. Cllr. Pritchard is to speak at both meetings.</p> <p><b>28. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b> (a) A multi-agency meeting had been held on the 5<sup>th</sup> April.</p> <p><u>Chalgrove Parish Council</u> (a) Letters are to be sent to all Riparian Owners reminding them not to put garden waste in the brook, and clarifying their responsibilities. (b) An engineer is to be sought to look at the recreation ground bridge due to the deterioration of the bank.  (c) Due to the Chalgrove Mill being unoccupied, Griffiths and Partners are to be reminded of their obligation to undertake necessary clearance work and to ensure new tenants are aware of their responsibilities via the signed agreement.</p> <p><u>Chalgrove Flood Alleviation Group (CFAG)</u> (a) Chalgrove Parish Council are to be informed when brook walks are taking place.</p> <p><u>Environment Agency</u> (a) This year's annual clearance is booked in for October which will include the routine cutting back of vegetation. (b) The EA had completed an Initial Assessment for Chalgrove which indicated a potential technical and economically viable scheme to reduce flood risk. The options considered include (i) Property Level Resilience measurers and (ii) Upstream flood storage between Chalgrove and Brightwell Park. In order to assess these options, the EA will need to produce a detailed hydraulic model of the Chalgrove brook from Cuxham to Stadhampton. Upstream flood storage could cost up to £1.5 million and reduce flood risk for up to 123 properties. The EA are to seek a Flood Defence Grant, along with funding from partnership funding.</p> <p><u>SODC</u> (a) It was reported that SODC will no longer use their contractor, Monson, but will recruit 4 in-house engineers. The new engineers are to attend a brook walk alongside CFAG, the Parish Council, and the SODC Emergency Planning Officer. (b) SODC spoke of their approval of the Chalgrove Emergency Plan.</p> <p><b>29. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p> <p><u>Completed</u> Tree works (R. Hinton), distribution of chippings, new microwave, new kettles, installation of Bob Larter bench.</p> <p><u>Awaiting Completion</u> Tree works (groundsman).</p> <p><u>Awaiting Approval</u>  (a) The installation of bollards for the two green areas on Mill Lane at the entrance to Flemming Avenue, at a cost of £4990.00 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.</p>	<p>(b) JM</p> <p>AP</p> <p>(a) JM  (b) JM  (c) JM</p> <p>(a) AP,RR,JM</p>
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<p>(b) Repairs to a Village Hall car park bollard, at a cost of £90 ex VAT, was approved; proposed Cllr. Nabb, seconded Cllr. Pritchard, agreed by all.</p> <p>(c) Car park signage, at a maximum cost of £150 ex VAT, was approved; proposed Cllr. Nabb, seconded Cllr. Pritchard, agreed by all.</p> <p><u>Quotations Required</u> Project ViKToR, MUGA new surface, Emergency Plan container/concrete base/supplies, 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.</p> <p><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>30. <u>OCC wrote to invite the Parish Council</u> to a meeting to discuss priorities and plans. The Chairman and Clerk are to attend the Wheatley session on the 11<sup>th</sup> October 2018.</p> <p>31. <u>A resident wrote with concerns over the amount of cycle events in the area.</u> Guidelines are to be checked to clarify whether there is a limit on events that can be held.</p> <p>32. <u>Community First Oxfordshire</u> wrote to invite the Parish Council to a Community-Led Housing Conference. It was agreed that the event was not useful at this stage of the NDP.</p> <p>33. <u>Jennings wrote to invite the Parish Council</u> to the launch of their Shepherd's Huts on the 11<sup>th</sup> May 2018.</p> <p>34. <u>Friends of Benson Library</u> wrote to request a donation of £360.00 towards the running of their library. A donation of £100 was approved; proposed Cllr. Pritchard, seconded Cllr. Gray, agreed by all.</p> <p>35. <u>Station Commander Group Captain Hamish Cormack</u> had invited the Chairman and Clerk, and guests, to the Royal Air Force Benson Annual Reception. The Chairman and Clerk are to attend on the 24<sup>th</sup> May 2018.</p> <p>36. <u>Concerns regarding rats had been received from residents.</u> Guidelines are to be sought from SODC's Environmental Health department.</p> <p>37. <u>Residents and business owners</u> had reported non-emptying of the public waste bins and dog bins. BIFFA had been informed.</p> <p>38. <u>A Mill Lane resident wrote with her concerns over the parking of cars on the 2 green areas at the entrance of Flemming Avenue and the haphazard placement of football goals across the Top Rec and Janes Meadow.</u> The resident is to be informed of the proposed actions in both areas.</p>	<p>AP &amp; JM</p> <p>JM</p> <p>ALL</p> <p>AP &amp; JM</p> <p>JM</p> <p>JM</p>
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**39. PLANS** (Parish Council decision only):

P18/S1253/FUL      Land at Hardings      Erection of new property, amendments to original plan.  
OBJECTION with comments

**40. DECISION NOTICES FROM SODC:**

None

<p><b>41. MONTHLY POLICE REPORT:</b> No report provided.</p>	
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**42. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner gave a report: (a) The emerging Local Plan 2011-2033. (b) The silver award from the National Practitioners Support Service, awarded to the SODC housing needs team. (c) Doorstep Crime (d) SODC's new leader, Jane Murphy. (e) The launch of a new sports and leisure strategy survey. (f) SO Charitable Lottery.

**43. REPORT FROM THE COUNTY COUNCILLOR:** Cllr. Harrod provided a report: (a) OCC's thoughts on the Oxbridge Expressway. (b) The new pothole fixing machine. (c) Concerns over HGVs on rural roads. (d) Case Worker recruitment. (e) Thames Water's reservoir proposals. (f) The FixMyStreet website.

**44. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** (a) The monthly assessment of equipment had been undertaken by the Clerk. 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:**

**45. ACCOUNTS SANCTIONED FOR PAYMENT:**

006325	Community First Oxfordshire – membership	£70.00
006326	OCVA – course fee	£10.00
006327	Oxfordshire Youth – membership	£80.00
006328	R. Hinton – tree work	£3400.00
006333	B. Murphy – youth work	£78.00
006334	N. Kerridge – youth work	£507.00
006335	M. Law – gate caretaking	£80.00
006336	Fire Safety Services – light & alarm testing	£320.47
006337	TalkTalkBusiness – web hosting	£41.80
006338	BCB – grass cutting	£214.50
006339	SODC – NDP consultancy	£5568.00
006340	Yorkshire Gas & Power – gas supply	£1275.86
006341	P. Hall – groundsman	£1393.50
006342	P. Hall – groundsman	£500.00
006343	T. Nagy – Village Hall cleaning	£840.00

**ANY OTHER BUSINESS:**

46. Cllr. Gray donated a clavinova to the Parish Council, for use in the Village Hall.	BG
47. Cllr. Ziemelis noted the work required to the Village Hall guttering. Quotes are to be obtained.	JM
48. Cllr. Reed noted that nothing had been done about the low hanging cable at the junction of Mill Lane and Berrick Road. SSE are to be contacted again.	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>504. HR COMMITTEE:</b> There had been no Committee meeting. <u>Financial Assistant</u> The Clerk reported on the interest received in the position, and the applications submitted. <u>Clerk</u> The new Clerk Pay Scales are to be distributed to the HR Committee for discussion.	JN
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**Inclusion of the public:** *The public were no longer excluded.*

**DATES:**

- 4<sup>th</sup> May, Annual Parish Meeting, 8pm, Village Hall
- 17<sup>th</sup> May, Allotment Committee, 6.30pm, James Martin Room
- 17<sup>th</sup> May, Planning Committee, 7.15pm, James Martin Room
- 17<sup>th</sup> May, Village Hall Committee, 7.30pm, James Martin Room
- 31<sup>st</sup> May, Recreation Committee, 7pm, James Martin Room
- 7<sup>th</sup> June, Parish Council Meeting, 7.30pm, James Martin Room

The meeting closed at 10.23pm

Signed: ..... Chairman