

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 9<sup>th</sup> May 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. C. Nixey  
Cllr. P. Waters

**Apologies Accepted:** Cllrs. Ziemelis & Fisher

**Not present:** n/a

**Members of the public:** 1

**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, Nixey & Waters.

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

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

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

**Emergency Planning:** All Councillors.

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

**Chalgrove Charity Trustees:** Cllrs. Gray and Reed with Mrs. Wendy Ace, Mrs. Gerry Davidson, Mrs. Jeanette Gray, Dr. Ian Neale. An ex-officio is to be appointed at a later date.

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

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

4. It was noted that the Parish Council meeting could not be held on the first Thursday of the month, 2<sup>nd</sup> May 2019, due to the District and Parish election polling day, and advice provided by SODC.

5. The minutes of the meeting held 4<sup>th</sup> April 2019 were amended, approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Nabb, agreed by all.

### **PUBLIC SESSION**

None.

### **MATTERS ARISING:**

6. **VANDALISM & ASB:** (a) It had been reported on social media that a group of young men had been smoking drugs close to the Youth Centre, School, and Under 8s Play Area. The public had been advised, should it happen again, to call the Police. (b) It was suspected that Jubilee Walk tree number 16 had been vandalised. Further discussions are to take place regarding its location and its replacement.

(b) TA & JM

### 7. **PARKING ISSUES:**

Brookside (a) A letter is to be sent to all residents asking them to park considerately, not to park on the pavement, and providing information on how to apply for planning permission to create a driveway. (b) A SOHA resident reported difficulty in obtaining a driveway and had requested assistance from the Parish Council and District Councillor. The Parish Council are to write to SOHA to request that they assist those tenants that

(a) JM

(b) JM

<p>need driveways, and to ask that they remind their tenants to use their driveways if they already have one.</p>	
<p>8. SODC DEEP CLEAN: SODC will complete a deep clean over 4 days; 16<sup>th</sup> May to the 21<sup>st</sup> May, excluding the weekend. They intend to litter pick and sweep or remove weeds and moss on the pavements. A list of priority areas is to be sent.</p>	JM
<p>9. NOISE COMPLAINT – FISH &amp; CHIP VAN GENERATOR: Following noise complaints from the van’s loud generator, the owner reported that they are now running on batteries whilst they await an electrical outlet from SSE. The residents had confirmed that this was much quieter.</p>	
<p>10. OVERGROWN HEDGEROW – BERRICK ROAD: The overgrown hedgerow had been reported to Highways due to the foliage hanging over the road. No work had been completed and the request is to be escalated to Cllr. Harrod, County Councillor.</p>	JM
<p>11. VILLAGE HALL STORAGE PROJECT: A meeting had taken place with Shape Up Developments to finalise the plans for two new storage cupboards within the Village Hall. The cost, following the increased specifications approved at the meeting, had increased from £3255 to £3845 excluding VAT. Grant funding of £3101 had been secured from Cllr. Turner’s grant scheme. The increased project cost of £3845 was approved; proposed Cllr. Dudley, seconded Cllr. Gray, agreed by all.</p>	
<p>12. JOINT USER AGREEMENT: The draft amended agreement had been sent to the Primary School some time ago and the Head Teacher had been asked for an update with no response. Cllr. Turner is to chase a reply.</p>	AP, TA & JM
<p>13. KEN BATLEY – MBE DISPLAY: Thanks were given to Cllr. Nixey who had organised the framing of the MBE, which was shown to the public at the Annual Parish Meeting, and will be on display in the Village Hall following the refurbishment.</p>	
<p>14. MEMORIAL GARDEN: (a) Cllr. Ace reported on the clearance and gardening works completed at the Memorial Garden. A letter of thanks is to be sent to Mr. Andrew White, an adjacent resident, for his advice and assistance throughout. (b) The cost of timber, at £10.20 excluding VAT, to repair a bench was approved; proposed Cllr. Ace, seconded Cllr. Pritchard, agreed by all. Cllr. Ace is to undertake the work required.</p>	(a) JM
<p>15. OXFORDSHIRE 2050 PLAN: (a) Cllr. Dudley is to attend a meeting with all NDP groups in the area, on Saturday 11<sup>th</sup> May, to discuss the best ways to influence the Oxfordshire 2050 plan. (b) the Youth Centre had been offered as a free of charge venue for their meeting.</p>	(b) TA AD
<p>16. MATTERS UNRESOLVED: Removal of salt bins, repair/replacement of Village Hall car park bollards, French Laurence/Chapel Lane alleyway, Icknield School Bus parking on Brinkinfield Road, Tuesday Thame bus subsidy, Chalgrove Band equipment inventory, GDPR, dog mess poster competition, use of rat poison at the Mill Lane allotments, tennis, overhanging shrubbery at 36 Mill Lane, broken railing at the High Street, Mill Lane road sign.</p>	
<p>17. MATTERS ON HOLD: Community Service street cleaning, Local Council award.</p>	
<p><b>18. PARISH COUNCIL ELECTIONS:</b> Congratulations were offered by the Clerk for an uncontested election, and matters such as expense forms were discussed.</p>	
<p><b>19. APPLICATION FOR THE MODIFICATION OF THE DEFINITIVE MAP:</b></p>	
<p>(a) Following Mr. Knight’s application to modify the Definitive Map (<i>a legal record of the public’s right of way in one of four categories – footpath, bridleway, restricted byway or byway open to all traffic</i>), Cllr. Pritchard and the Clerk met with Ms. Eleanor Hazlewood, the County Council’s Technical Officer within the Countryside Services Team. Ms. Hazlewood explained that it is her intent to record part of the recreation ground as a Restricted Byway which would allow a right of way on foot, on horseback, leading a horse, cycling, and any other non-mechanically propelled vehicle. Ms. Hazlewood would require extra information and evidence to counter the application, and the deadline for providing this had been extended for the Parish Council until the 17<sup>th</sup> May. Should this information not be satisfactory, she will make an order to add this route to the Definitive Map and a 6 week public consultation will take place. Following the Parish Council’s objection the matter would be referred to the Secretary of State for determination.</p> <p>(b) The applicant was given permission by the Chairman to speak outside the Public</p>	

Session, and he requested a summary of the expenditure for the Tribunal in 2015 as he believed it not to have been placed within the public domain. It was explained that the Parish Council were not legally allowed to display the information during the Tribunal, but that a summary was placed in the minutes following the Tribunal's conclusion; those minutes are to be forward to the applicant.

(b) JM

**20. ANNUAL PARISH MEETING & CROOKSTON SHIELD 2019:** (a) The Annual Parish Meeting had been held on Friday 26<sup>th</sup> April and was attended with 20 members of the public. (b) Reports were given by the Clerk on the previous year, the Chairman on the coming year, Cllr. Ziemelis on Project ViKToR, Cllr. Ace on the Recreation Grounds, Cllr. Turner's District Councillor Report, Mrs. Wendy Ace reported on the Chalgrove Charities, Mrs. Judith Bennett reported on the Primary School, and Eleanor Hards gave a superb talk on the work undertaken by the Citizens Advice Bureau. The public were invited to ask any questions and raise any concerns. (c) Crookston Shield Nominations were received for the LINK Magazine, Jacky Nabb (NDP), NDP Committee, CHATS, Chalgrove 10K Committee, Chalgrove Festival Committee, Chalgrove Scouts, SHIELD, Chalgrove History Group, and Jeanette Barrington (St Marys & Age Concern).

(d) Following a Parish Council vote on the 26<sup>th</sup> April the Crookston Shield was awarded to Jacky Nabb for being the driving force behind the NDP Committee. (e) The Communications Committee are to discuss ways of increasing the attendance next year as it is a useful opportunity for the public to find out more about the working of the Parish Council.

RR

**21. CHALGROVE PUBLIC PURPOSES CHARITY (COIF):** There had been no trustee meeting.

Annual Return Cllr. Reed is to complete the required annual returns at the Parish Office.

Land Registry It is the Parish Council's intention to re-register two pieces of land (Mill Lane allotments and Top Rec). It has been advised that the annual returns are completed before contacting Land Registry.

**22. COMMUNICATIONS COMMITTEE:** There had been no Committee meeting.

(a) The Clerk had met with members of the LINK team to discuss the distribution of future newsletters. They had spoken to their team and had agreed that they could deliver them to each house on one of their monthly deliveries, and suggested that a donation be made to the LINK team for their work. The Parish Council are to offer a donation of 5p per newsletter, and are to request further information on what the donation would be spent on.

JM

**23. PROJECT VIKTOR:** (a) The Parish Council had been allocated CIL monies for the development of 120 houses on the land east of Chalgrove (CHAL7). It was formally agreed that the funds will be used toward the cost of Project ViKToR. (b) Meetings had taken place with Shape Up Developments to finalise the plans for the kitchens, toilets, flooring and roof. Further meetings are required to discuss colours etc. Contracts are yet to be signed. (c) The Village Hall will close on Friday 19<sup>th</sup> July at 12 noon, and re-open on Wednesday 4<sup>th</sup> September 2019. All hirers have been informed and provided with a list of alternative venues and contact details.

**24. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove):** (a) A letter had been sent to Ms. Joan Desmond, SODC Planning Officer, reporting that it had been confirmed at a Homes England drop-in event that their proposals for the Airfield would link up with the Hills development and that the Parish Council objected to them holding up the approved development of 200 homes. Ms. Desmond had not responded and it was later discovered that she was no longer at SODC. Cllr. Turner ensured that the information was passed to the correct person. (b) Mr. Simon Tuffin, Bovis Homes, had requested a meeting with the Parish Council to discuss their intentions before they submit the Reserved Matters planning application. The meeting is to be held on the 20<sup>th</sup> May. (c) The Chalgrove Scouts had been asked to clear their old Scout hut on CHAL1 and the Parish Council are to discuss the matter with the developer to request that they assist the clearance works.

(b) JM

(c) AP

**25. DEVELOPMENT – CHAL7 (east of Chalgrove):**

Site Concerns Several residents continue to make strong complaints regarding the work

undertaken on this site. (a) Residents of Farm Close are in contact with their solicitors due to the cracks appearing within their home following the drilling on site. (b) Complaints had been made over the traffic lights at the top of Monument Road and all the work to various verges. Miller Homes had responded to report that those works were not under the control of Miller Homes. (c) Miller Homes noted that they would have a site manager, and site office, within the next 2 weeks and the Parish Council will then ask the public to direct their complaints or queries directly to the Site Manager.

**26. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:** It was noted that the future of the Local plan now depends upon the new SODC cabinet.

**27. FLOOD ALLEVIATION & EMERGENCY PLANNING:**

Emergency Planning Storage (a) The concrete base, to hold the emergency planning storage container, had been postponed due to the application to amend the Definitive Map which refers to land on which the container would be sited. A site meeting is to be held in order to discuss alternative locations.

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. The Parish Council still await his suggested meeting dates.

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

Works/Orders Requiring Approval:

(a) The replacement of the Village Hall double fire-exit door, at a cost of £4353.82 excluding VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all. Completed: Repairs to wet pour, repairs to the mower, repairs to the metal bollard at the Crown bus stop, emergency work to a fallen tree.

Awaiting completion: Project ViKToR, Village Hall storage, bench repair in the Memorial Garden, salt bin removal, fitness equipment parts, outdoor tap at the Pavilion, periodic testing (electrics), pothole repairs at The Green, filling in of hole left by a bollard in the Crown PH car park, Village hall exterior light repairs.

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

Quotations required: 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: Concrete bases, storage container, emergency planning supplies, Updated Jubilee Walk tree plaque.

**CORRESPONDENCE:**

29. Chalgrove Primary School wrote to request permission to use the Recreation Ground for their Sports Day. Permission was granted.

30. Berrick Salome Neighbourhood Plan wrote with details of the public consultation.

31. OALC wrote to request nominations for places on their Executive Committee.

32. The Village Festival Committee wrote with their thanks for the Parish Council's support.

33. SODC wrote with details of their extra garden waste weeks.

34. Mrs. Heather Topping, First Steps Family Hub Chairman, wrote to request a meeting to update the Parish Council on their current status. A meeting date is to be set.

JM

JM

JM

JM

AP, DT, JM

**35. PLANS** (Parish Council decision only):

None

**36. DECISION NOTICES FROM SODC:**

P18/S3745/HH	11 Rupert Close	Demolition and rebuild of a garage. GRANTED
P19/S0774/HH	126 High Street	Two storey rear extension, and single storey side extension. GRANTED
P19/S0840/HH	15 Orchard Close	Single storey front and rear extensions. GRANTED
P19/S0475/HH	6 Liddon Road	Demolition of garage and erection of two storey

side extension. GRANTED

<b>37. POLICE REPORT:</b> The Thames Valley Police Open Day is to take place on the 22 <sup>nd</sup> June. Parish Council volunteers are required to assist with the event.	JM
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**38. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner's full report is available from the Parish Office. The report included information on the European Election, SODC's compost giveaway, home security guides, Neighbourhood Plan updates, and the SODC elections.

**39. REPORT FROM THE COUNTY COUNCILLOR:** Cllr. Harrod's full report is available from the Parish Office. The report included information on recycling centres and Primary School first choices.

**40. 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:**

41. No cheques had been signed outside of meetings.

**42. ACCOUNTS SANCTIONED FOR PAYMENT:**

006607	M. Burgess – financial assistance	£231.00
006608	M. Law – gate caretaking	£100.00
006609	N. Kerridge – youth work	£546.00
006610	B. Murphy – youth work	£78.00
006611	Countryside Estate Service – groundsman	£1171.60
006612	Countryside Estate Service – groundsman	£600.00
006613	J. Franklin – hedge cutting	£150.00
006614	MK Watts – grass cutting	£468.00
006616	T. Nagy – Village Hall cleaning	£795.00
006617	Yorkshire Gas & Power – gas supply	£949.78
006618	TalkTalk Business – web hosting	£56.80
006619	Cancelled cheque	
006620	RPC Locksmith Services – door lock repair	£109.00
006621	Viking Direct – office & cleaning supplies	£232.61
006622	C. Nixey – MBE frame	£118.09
006623	J. Nabb – Crookston Shield	£50.00

**ANY OTHER BUSINESS:**

43. Cllr. Reed reported that the Methodist Church signage was still in place and requires removal.	JM
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**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.

**44. HR COMMITTEE:**

Village Hall Cleaning tender Following an interview, the position had been offered and accepted.

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

**DATES:**

16<sup>th</sup> May, Footpaths & Lighting Committee, 7pm, James Martin Room

16<sup>th</sup> May, Allotment Committee, 7.30pm, James Martin Room

30<sup>th</sup> May, Planning Committee, 7pm, James Martin Room

30<sup>th</sup> May, Finance Committee, 7.15pm, James Martin Room

6<sup>th</sup> June, Parish Council Meeting, 7.30pm, James Martin Room

The meeting closed at 9.23pm

Signed: ..... Chairman