

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 2.30pm, **Thursday 7<sup>th</sup> May 2020**, via video call.

**Present:** Cllr. A. Pritchard, Chair  
Cllr. J. Nabb, Vice-Chair

**Apologies Accepted:** Cllrs. Turner, Gray, Ace, Reed, Dudley, Ziemelis, Nixey, Waters & Fisher

**Not present:** n/a

**Members of the public:** 0

### **521. DELEGATED POWERS:**

Following COVID-19 Government directives, Chalgrove Parish Council were forbidden to meet in full and, following confirmation from all Councillors in writing, delegated powers had been passed to Cllr. Pritchard, Cllr. Nabb, and the Clerk who became empowered to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable.

### **522. AMENDMENTS TO LEGISLATION TO ALLOW VIRTUAL MEETINGS:**

Eagerly anticipated regulations enabling Town and Parish Councils to lawfully conduct virtual meetings had been published. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 were issued, with the most relevant points below:

Regulation 5 covers remote attendance; extending the definition of "place" to include more than one location and including electronic, digital or virtual locations. It goes on to set out all the conditions that must be complied with, making sure the member attending remotely can be heard and where possible seen by other members and can hear and preferably see the other members.

Regulation 6(c) removes the requirement for a parish council to hold an annual meeting in May 2020.

Regulation 4 (2) carries the current appointment of Chairman on until the Annual Meeting in May 2021 although councils may elect a Chairman at an earlier meeting should they wish to.

### **523. RECONSTITUTION OF COMMITTEES:**

It was agreed to elect a Chairman, Vice Chair, and confirm members of Committees at the next Parish Council meeting where all Councillors are able to attend.

### **524. COVID-19 PANDEMIC:**

#### Volunteers Scheme

(a) The present volunteer scheme continues to be very successful. Those in need call the Clerk directly and then, based on what the individual requires assistance with, the Clerk allocates a volunteer to help.

(b) Those that call the NHS or County Council help lines are, in most cases, passed as a referral to the Clerk and the same process is followed by assessing the individual's need and allocating a volunteer.

(c) The Parish Council have partnered with SOFEA to provide food boxes to those in need. This is primarily store cupboard foods, and therefore the Clerk is working with a small group of residents to provide fresh foods, or specific foods for medical dietary requirements, to those in need, to be funded using grant monies.

(d) The community need changes every day, and the Parish Council constantly adapt to provide more, different, or better services. It was noted that the Parish Council are providing a vital and successful service which has been commended by SODC, local business and other Parishes, along with a thank you letter from Robert Jenrick MP.

#### Village Hall

(a) All Councillors had been reminded that no-one should be entering the facility, in order

to reduce the risk to the Clerk who is undertaking weekly inspections.  
 (b) The leak had been identified as vandalism to an outside overflow pipe and a faulty float valve in an overhead water tank. Repair work had been undertaken at a cost of £75 ex VAT, approved by the Clerk.  
 (c) Funding is to be sought for loss of earnings from the closure of the Village Hall.

Recreation

(a) Reports continue to be made regarding social distance breaches within the Play Areas and Recreation Grounds. A reminder about social distancing was placed in the newsletter and the signage clearly states that the Play Areas and other recreation facilities are closed to the public. Advice was sought from OALC and they clarified that the Parish Council has complied with all regulations.

Communication with the Public

(a) A newsletter, at a cost of £279 ex VAT and funded by grant monies, had been distributed to every household and contained information on the Parish Council volunteer scheme, food parcels, food resources within the village, and details on how to be a good neighbour during this unprecedented event.  
 (b) Regular articles had been distributed via social media and all information provided had been obtained from reputable sources only; the government website, SODC, OCC, Oxfordshire Association of Local Councils, etc.

Funding

(a) Following a grant application to the District Councillor’s grant scheme, £500 had been successfully received for the purposes of assisting with food parcels for those in need. Thanks were given to Cllr. Turner.  
 (b) Following a grant application to the County Councillor’s grant scheme, £445 had been successfully received for the purposes of assisting with communication during the emergency. Thanks were given to Cllr. Harrod.  
 (c) A generous donation of £1000 had been received by Martin-Baker Ltd for the purposes of assisting the Parish Council with the volunteer project, food parcel scheme, and any other matters relating to the emergency. Thanks were given to Martin-Baker Ltd.

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

P20/S1072/HH	24 Langley Road	Front porch and rear/side extensions, internal alternations and loft conversion, and existing garage replaced with new outbuilding. NO OBJECTION
P20/S0995/HH	20 Church Lane	Erection of conservatory. NO OBJECTION.
P20/S1162/FUL	Land at Hardings	Variation of approved plans to allow for increased ceiling height & additional windows. OBJECTION with comments
P20/S1262/RM	Land West of Chalgrove	CHAL1/10/11 - 200 new dwellings OBJECTION with comments
P20/S1318/HH	18 Flemming Avenue	Proposed single storey side/rear extension. NO OBJECTION

**ACCOUNTS:**

526. There had been no cheques signed outside of meetings.  
 527. Youth Club insurance for 2020/2021, provided by Arthur J Gallagher Ltd at a cost of £127.37 ex VAT, was approved; proposed Cllr. Nabb, seconded Cllr. Pritchard, agreed by all.  
 528. Parish Council insurance for 2020/2021, provide by Zurich Municipal Ltd at a cost of £5474.94 ex VAT, was approved; proposed Cllr. Nabb, seconded Cllr. Pritchard, agreed by all.  
 529. It was noted that cheque number 006829 to OALC for an amount of £545.34 had been rejected by their bank due to misdating. A replacement payment had been made on cheque number 006877.

**530. ACCOUNTS SANCTIONED FOR PAYMENT:**

006866	M. Law – gate caretaking	£80.00
006867	K. Burgess – financial assistance	£143.00
006868	TalkTalk Business – web hosting	£93.88

006869	TLGO – grass cutting	£360.00
006870	Mayfield Press – newsletter printing	£279.00
006871	DB Thomas – tree work	£384.00
006872	Arthur J Gallagher – Youth Club insurance	£127.37
006873	Castle Water – water supply	£489.37
006874	Zurich Municipal – Parish Council insurance	£5474.94
006875	Countryside Est. Services – groundsman	£1610.19
006876	<i>Cancelled cheque</i>	
006877	OALC – replacement cheque	£545.34

<b>ANY OTHER BUSINESS:</b>	
531. It was noted that the Cavaliers FC had stored goals outside the Sports Pavilion with no permission from the Parish Council, and that they hadn't been moved for grass cutting purposes. They are to be asked to move them asap.	JM
532. Correspondence had been received regarding noise complaints from RAF helicopters. Cllr. Turner had been dealing with the complaint.	DT
533. A resident on Mill Lane had reported contamination within the Chalgrove Brook, allegedly causing her son to become unwell. Thames Water and the Environment Agency had been informed but no formal response had been received from either party. The Parish Council are to continue their requests for further information so as to make sure that the watercourse is safe.	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>534. COMPLAINT AGAINST CLLR. ACE:</b>	
A tenant of the Mill Lane allotment site lodged a formal complaint against a Councillor due to his alleged behaviour against one of the Mill Lane allotment Site Manager. Following extensive discussion, the complainant was informed that should they wish to proceed with a Code of Conduct complaint they would need to go via the correct channels, which is SODC in this case.	
<b>535. HR COMMITTEE:</b> There had been no Committee meeting.	
<u>Resignation of the Mill Lane allotment Site Managers</u>	
(a) The Parish Council had received a formal resignation from the Mill Lane Site Managers. The Parish Council formally accepted the resignation.	
(b) It was agreed by all not to recruit for this unpaid position, but that the Allotment Committee would meet when able to discuss the running and maintenance of the site solely via the Committee, negating the need for future Site Managers.	
<u>Recruitment for Litter Picker and Village Hall Cleaner</u>	
A financial comparison between an employee and a contracted worker had been sent to all Councillors. It was agreed that there was no reason to proceed with one over the other and that applications would be received for both, with a decision being made on the applicant and not on the employment status.	

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

The meeting closed at 3.05pm

Signed: ..... Chairman