

CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 5th November 2015.**

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

Apologies Accepted: Cllrs. Gray, Collins & Maton, Thames Valley Police, County Cllr. Harrod

Not present: n/a

Members of the public: 2

Police: n/a

249. The minutes of the meeting held 1st October 2015 were approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Nabb, agreed by all.

PUBLIC SESSION

250. Mr. Mark Wasmuth, Chalgrove Cavaliers FC, asked permission for the third pitch on Janes Meadow to be used due to difficulties moving the game. It was noted by all that, at a recent Recreation Committee meeting, the Cavaliers had been told that all further use on the third marked out pitch would be denied, as they had not asked permission to mark it out, along with using chemicals to mark the corners which had subsequently destroyed the grass. Further to this decision already made, the Council stood by said decision and denied permission for the game to take place on the third pitch, following a majority vote.

Permission was granted for the pitch to be marked out on the lower recreation ground using appropriate line marker, and no chemicals. The Cavaliers were reminded that all goals should be stored in one place on the top rec' and not on Janes Meadow.

251. Mr. Derek Lester, Chalgrove Battle Group, spoke of his plans to erect two noticeboards showing the history of the Chalgrove Battle; one within the solar panel farm, and the second outside the John Hampden Hall. He requested that, following erection of the noticeboards, the Parish Council accept responsibility for the maintenance and insurance of them, along with ensuring that the noticeboard at the solar farm be removed at the end of their lease in 25 years. The Parish Council approved the concept of two signs, and agreed to accept ownership but not repairs or replacement. More information regarding size and information displayed would be required before final approval was given. Letters are to be sent to the landowners of each proposed site to obtain permission.

JM

MATTERS ARISING:

252. SPEEDING: (a) The SID has been booked for one week per month, for the next 6 months. Queries are to be made regarding having the SID over a weekend rather than just Monday to Friday. (b) PCSO Hopkin had been provided with details of other proposed locations for his approval; the Council await his response. (c) An article had been placed within the LINK detailing the Council's usage of the SID to reduce and report speeding.

(a) JM

253. VANDALISM & ASB: (a) The gate to the public car park, by the school, had been fully repaired by Cllr. Ace and thanks were given.

254. WAR MEMORIAL ASSESSMENT & GRANT: Two quotations had been received for the works required to all war memorials in the village. An application for the grant is to be undertaken.

JM

255. FOOTPATHS: (a) Once all footpath reports have been received, a summary will be completed by the Clerk, and discussed with Cllr. Reed. (b) It was noted that the landowner next to the Warpsgrove Lane footpath should be contacted to request the immediate cutting back of the encroaching vegetation.

(b) JM

256. VILLAGE HALL STORAGE ASSESSMENT: (a) Storage areas had been assessed by the

<p>Village Hall Committee. (b) Age Concern had been given several weeks to move their storage to the far side room, due to the volume of equipment. A new lock is to be placed on the room, and keys are to be distributed. Once completed, Chalgrove Band will be asked to move into the Air Conditioning room and the Scouts will be able to use the storage cupboards in the 2nd kitchen.</p>	<p>AM & JM</p>
<p>257. 16 HIGH STREET – HEDGES: Whilst the hedgerow had been cut back, further work is required to recreate the width of the footpath. OCC had been contacted in order to instruct the resident accordingly. Cllr. Harrod is to be made aware.</p>	<p>JM</p>
<p>258. CHURCH COTTAGES – HEDGES: Whilst the hedgerow had been cut back, further work is required to recreate the width of the footpath. OCC had been contacted in order to instruct the letting agent accordingly. Cllr. Harrod is to be made aware.</p>	<p>JM</p>
<p>259. LAND AT HARDINGS: A letter had been sent to Maggie Dawson, Guides Commissioner, to report that following the correspondence from the SODC Planning Officer the Parish Council will be clearing and using the land and to request that all Guides equipment be removed. Due to no response, contact is to be made with others thought to be affiliated with the Chalgrove Guides.</p>	<p>JM</p>
<p>260. WASTE RECYCLING CENTRES – PUBLIC CONSULTATION: The consultation is ongoing. 261. CHILDREN’S CENTRES – PROPOSED CLOSURES: (a) The consultation is now open and details will be placed within Council emails, the website and the LINK. The consultation ends on the 14th January 2016, and various public briefings had been organised. (b) The Communications Committee are to work on an Impact Statement, in support of the Children’s Centre staying open.</p>	<p>(b) AM</p>
<p>262. OXFORDSHIRE TOGETHER: (a) Following the various briefings that had taken place, Cllr. Harrod had offered to meet with any of the Parish Council’s who would be willing to take on the responsibilities that OCC are cutting back on. The Parish Council would like to meet with him.</p>	<p>JM</p>
<p>263. STREET CLEANSING PAYMENTS: Following concerns made by Cllr. Turner at his SODC Scrutiny Committee meeting, the Cabinet decided not to stop street cleansing payments immediately, but will instead phase them out over the next two years.</p>	
<p>264. HIGH STREET BROOK: SOHA had undertaken some of the clearance work required in front of the SOHA owned houses. Whilst more work was needed, an assessment is to take place following the Environment Agency’s annual clearance of the brooks in November.</p>	
<p>265. FOOTPATH 8 BRIDGE: No date had yet been provided by OCC for the repair or replacement to the bridge.</p>	
<p>266. MATTERS UNRESOLVED: Mill Lane and Berrick Road road signs, energy audit, Chalgrove Band equipment list, Berrick Road flooding report, stable planning permissions at Mill Lane, tennis, school trees, The Green land ownership, subsidised bus consultation.</p>	
<p>267. 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.</p>	
<p>268. NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE: Cllr. Nabb had provided an update on the work completed by the NDP Committee. (a) The Committee are compiling policies to be placed within the plan. (b) Following recent changes to flood mapping, within the Environment Agency, it was felt that all sites should be re-modelled before any further site decisions are made.</p>	<p>(b) JN</p>
<p>269. FINANCE COMMITTEE: (a) The 6 month audit had been completed satisfactorily by the internal auditor. (b) The SAGE software had been paid for and received. The transfer of information between the two systems will be overseen by the internal auditor and ready for the new financial year.</p>	
<p>270. COMMUNICATION COMMITTEE: A meeting had taken place on Friday 30th October 2015 and minutes are available from the Parish Council office. A summary of the meeting is shown below.</p>	
<p><u>Jubilee Walk Trees</u> Once the date of planting has been confirmed: (a) Letters are to be sent to all tree sponsors, along with articles in the LINK, the website and within Council emails. (b) All communication is to request support in watering the trees once planted.</p>	<p>(a) JM</p>

<u>Website</u> On completion of the updated website, communication is to be sent out via the Council emails and a LINK article.	JM
<u>Emergency Plan</u> (a) Distribution of the completed plan took place at the full Council meeting; all Councillors are to deliver the plan to the street wardens in their area and follow up with a phone call or a visit. (b) Communication about the completed plan will be sent out via Council emails, and a LINK article. (c) The plan is to be published on the website.	(a) ALL (b) JM (c) JM
<u>Signage</u> (a) Byelaw signage is to be delayed until the absolute completion of the Knights Vs Chalgrove Parish Council tribunal, when the byelaws can be extended to all new areas. (b) Emergency access signage required on the car park gate, leading to the recreation ground, is to be purchased immediately.	(b) JM
<u>NDP</u> An article is to be sent to the LINK explaining the delay with the final site selection. The wording is to be used as a response for emailed queries.	JN
<u>The Green</u> A letter is to be sent to all residents of The Green detailing that the Parish Council are to proceed with the registration and ownership applications.	AP & JM
<u>Oxfordshire Together</u> A questionnaire is to be delivered to all households to ascertain which services should be prioritised for funding, following OCC's cut to services. The deadline for returned questionnaires will be the 30 th November, when all responses will be analysed and used to decide the Precept and associated budgets for 2016/2017.	ALL
<u>Newsletter</u> It was agreed by all to distribute the next newsletter at the beginning of January. All Councillors are to provide the Clerk with articles within two weeks.	ALL
271. FLOOD ALLEVIATION: A meeting was held with the Environment Agency, SODC, Monson, OCC, and CFAG on the 22 nd October 2015; minutes are available from the Parish Council office. A summary of the meeting is shown below.	
<u>Flood Map Challenge</u> CFAG gave a presentation on the new flood mapping, funded by Mill Lane residents at a cost of £10,000. The newly designed flood mapping had been ratified by the Environment Agency who said it would be 'fit for purpose' until their own modelling takes place in 2017-2018. The new maps are to be used for all new planning application consultations.	
<u>Funding</u> It was suggested that further modelling should be undertaken across all 11 NDP sites, at an approximate cost of £10,000 which could be funded using SODC's Communities Capital Grant, Parish Council precept, EA flood grants, SSE Communities Resilience grant, or Section 106 monies via the NDP.	
<u>Options</u> All involved discussed the various options in alleviating flooding in Chalgrove. The Environment Agency are to internally discuss viable options, and the results of that discussion will be available at the end of the year.	
<u>Impact to the Neighbourhood Development Plan</u> It was agreed that Cllr. Nabb would take the information to the next NDP Committee meeting to discuss the impact.	
<u>Outstanding Actions</u> Outstanding work required, by all agencies, was discussed.	
272. EMERGENCY PLAN: All data protection procedures had been followed and the Emergency Plans were distributed to all Councillors. Each Councillor is to distribute the street warden plans in their area, and follow up with a call or visit.	ALL
273. YOUTH CLUB MEETING: Cllr. Pritchard reported on the Youth Club Management Committee; both groups were running well, a midnight skating trip is being organised, and there had been no incident reports.	
274. RECREATION COMMITTEE: A Committee meeting had taken place on the 22 nd October, and minutes are available from the Parish Council office. A summary of the meeting is shown below.	
<u>Cavaliers - Storage of Goals</u> Goals are being stored on Janes Meadow without permissions. These are to be moved and stored with the others on the top rec'.	
<u>Cavaliers – Marking Out of Third Pitch on Janes Meadow</u> As discussed during the public session, the Cavaliers had marked out a third pitch on Janes Meadow without permission, as well as using chemicals to mark out the corners. It was felt that all play should cease immediately on the third pitch, and that a user agreement be drafted immediately between the Parish Council and the Cavaliers to stop works taking place without permission.	TA & JM

<p><u>Cavaliers – Maintenance of Pitches</u> Following the IOG report, the Parish Council await to see a copy of the Whitehorse Contractors quotation for the works required.</p>													
<p><u>Cavaliers – Pavilion</u> The Cavaliers had organised a clearance of their equipment in order for the Parish Council to undertake a deep clean. Painting quotations are to be obtained.</p>	BW & JM												
<p><u>ROSPA Report</u> Following discussions surrounding the ROSPA Report; (a) Playdale are to be asked to tighten the zip wire, file down the splitting wood, and check the swing chains for wear. (b) A Parish Council working party is to be organised to place turf at the entrances to the play areas, dweeding, moss removal, and leaf sweeping.</p>	(a) JM (b) TA												
<p><u>Jubilee Walk Trees</u> On receipt of the quotation detailing the cost of tree replacement, Cllr. Ace is to meet the contractor on site.</p>	TA & JM												
<p>275. VILLAGE HALL COMMITTEE: (a) A reminder of the Village Hall Committee meeting scheduled for the 14th November. (b) Cllr. Pritchard reported on her attendance at the ORCC Village Hall meeting where they discussed matters including charity documents, funding, energy audits and available grants. (c) It was suggested that Howdens be asked to plan the new kitchen at the Village Hall; it was agreed that they be contacted immediately.</p>	(c) AM & JM												
<p>276. NEIGHBOURHOOD ACTION GROUP: Cllr. Turner reported on the meeting held on the 14th October 2015. Matters discussed included speed indicator devices, 20mph limits, and reports from individual villages.</p>													
<p>277. ALLOTMENT COMMITTEE: A meeting had taken place on the 29th October and minutes are available from the Parish Council. Matters discussed included proposed 2016 allotment rents, and reports from the site managers.</p>													
<p><u>2016 Allotment Rents</u> The Parish Council approved the Committee's proposed 2016 rent charges; proposed Cllr. Nabb, seconded Cllr. Reed, agreed by all.</p>													
<table border="1"> <thead> <tr> <th>Site</th> <th>Rent</th> <th>Water</th> <th>Total 2016 Charge</th> </tr> </thead> <tbody> <tr> <td>Mill Lane</td> <td>£8.00</td> <td>£9.00</td> <td>£17.00</td> </tr> <tr> <td>Bypass</td> <td>£5.00</td> <td>£7.00</td> <td>£12.00</td> </tr> </tbody> </table>	Site	Rent	Water	Total 2016 Charge	Mill Lane	£8.00	£9.00	£17.00	Bypass	£5.00	£7.00	£12.00	
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Mill Lane	£8.00	£9.00	£17.00										
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<p>278. JOHN HOWELL MP – PUBLIC MEETING: Cllr. Pritchard reported on the public meeting held on the 1st October where the public where able to ask the MP questions or raise concerns. 15 members of the public attended and discussions included the services cut by OCC and passed down to Parish and Town Councils, the proposed closure of the Children's Centre, and the cuts to the bus subsidies.</p>													
<p>279. WORKS & ORDERS: The Clerk discussed the works and orders requiring approval. <u>Completed</u> Air conditioning maintenance, bus shelter painting at Parsnips Lane, hedge and tree cutting on Monument Road.</p>													
<p><u>Awaiting Completion</u> Frost bench at the High Street.</p>													
<p><u>Awaiting Approval</u> (a) The cost of signage for the car park gate, leading to the recreation ground, at a cost of £19 excluding VAT or delivery, was approved; proposed Cllr. Ace, seconded Cllr. Pritchard, agreed by all. The signage is to state 'Emergency Access. No Parking.' (b) The cost of replanting the trees on the Jubilee Walk was discussed at length. One quote had been received, at a cost of £1488 to supply and plant 18 trees. Further quotations are to be obtained, but the quotation is to be accepted if a more cost effective quotation is not received; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all. (c) Work to strip and re-polish the Village Hall hallway and main hall floor, at a cost of £450, was approved; proposed Cllr. Turner, seconded Cllr. Ace, agreed by all.</p>	JM												
<p><u>Quotations Required</u> Painting of the Pavilion, car park drain cover replacement, brickwork repair, Village Hall floor tile repair, Village Hall entrance foyer manhole grip repair.</p>													
<p><u>On Hold</u> Byelaw signage, Village Hall kitchen and toilet refurbishment, Village Hall roof repair/replacement, MUGA light electrical repair, grasscrete and footpath repair.</p>													
<p>CORRESPONDENCE:</p>													
<p>280. <u>Oxfordshire Befriending for Life</u> wrote to request a donation. It was agreed by all that a donation could not be given at this time. A review of all charities is to take place during the next Finance Committee meeting, to decide which charities are supported during 2016/2017.</p>	ALL												
<p>281. <u>A Mill Lane resident</u> wrote with her dismay of the level of football played on the recreation grounds, along with goals sited without permission. A letter is to be sent</p>	AP & JM												

<p>explaining current discussions with the Cavaliers FC, and reminding them that permission is only granted for two out of the three recreation grounds to be played on at any one time.</p> <p>282. <u>ORCC wrote with funding opportunities</u>, explaining that SODC now allow grant applications every year.</p> <p>283. <u>A Chapel Lane resident</u> wrote to query why the website had not been kept up to date. A letter had already been sent stating that the website was in the process of being redesigned.</p> <p>284. <u>Several dog walkers</u> had requested that wood chip or gravel be laid on the stretch of land behind the skatepark, leading to the bridge, due to it being slippery in bad weather. It was reported that wood chippings may be provided free of charge, and Cllr. Nabb is to pass along the company name required.</p> <p>285. <u>Culham Centre for Fusion</u> had written with details of their open evenings. Four spaces are to be booked for the event on the 16th March 2016.</p> <p>286. <u>Oxfordshire South & Vale Citizens Advice</u> had written to request a donation. A donation of £30 was approved; proposed Cllr. Pritchard, seconded Cllr. Batley, agreed by all.</p> <p>287. <u>Concerns had been made regarding the encroaching shrubbery</u> within the alleyway between French Laurence Way and Chapel Lane. It was known that OCC are responsible for one side only, with the home owner possibly being responsible for the other side. Whilst firm responsibilities are ascertained, the Parish Council groundsman is to cut back the vegetation.</p>	<p>JN & JM</p> <p>JM</p> <p>JM</p>
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288. PLANS (Parish Council decision only):

None

289. DECISION NOTICES FROM SODC:

P15/S2746/HH 6 The Springs Conservatory to the rear of property
GRANTED

<p>290. MONTHLY POLICE REPORT: Thames Valley Police had provided a report: <u>Calls</u> 17 calls had been received from the Chalgrove area in October; relating to a total of 6 miscellaneous calls (non urgent, such as broken down vehicles or door to door sellers), 3 reporting suspicious behaviour, 1 fear for welfare, 6 traffic reports, and 1 antisocial behaviour report (neighbourhood dispute). <u>Crime</u> There had been 4 reported crimes from the Chalgrove area in September; all miscellaneous incidents.</p>	
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291. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner reported on: (a) the prosecution of a man dealing with scrap metal without a licence (b) the latest edition of South News – the newsletter for Parish Councils (c) how to compost pumpkins following Halloween festivities (d) SODC’s Planning office having been nominated for a national award for the work they did within the Science Vale Enterprise Zone (e) OCC’s consultation, asking for suggestions on how they could save £50million, which ends on the 20th November (f) the 141 arrests made using CCTV across both districts (g) Section 106 consultations, ending 5th November (h) grants provided to local communities (i) SODC’s Young Achiever Awards (j) a new scheme, from Go Active, helping older people in rural areas become more active (k) grant funding opportunities (l) recycling rates and (m) free Christmas parking.

292. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod provided a report on: (a) OCC’s budget consultation (b) consultations on the proposed closure of Children’s Centres (c) Oxfordshire Together (d) an update on the Better Broadband scheme and (e) free WI-FI in libraries.

293. REPORT FROM THE PLAY AREA INSPECTION OFFICERS: Cllr. Nabb had undertaken the assessment. All areas are satisfactory, with some areas to be discussed at the next Recreation Committee meeting.

ACCOUNTS:

294. The 2016/2017 groundsman contract rates, effective 1st April 2016, were reviewed and approved; proposed Cllr. Batley, seconded Cllr. Turner, agreed by all.

295. Cheques signed out of meetings – 005531 & 005532

296. ACCOUNTS SANCTIONED FOR PAYMENT:

005531	Sage UK – accounts software	£600.00
005532	Sage UK – payroll software	£199.20
005538	B. Murphy – youth work	£112.00
005539	N. Kerridge – youth work	£507.00

005540	D. Mepham – gate caretaking	£100.00
005541	P. Hall – groundsman	£1000.00
005542	P. Hall – groundsman	£568.79
005543	Assist UK – financial assistance	£240.00
005544	SODC – rates	£472.00
005545	BCB – grass cutting	£630.18
005546	SODC – dog bin emptying	£376.74
005547	BDO LLP – external audit process	£480.00
005548	B. Wilson – guttering expenses	£6.36
005549	TV Licensing	£145.50
005550	L. Cooper – repair & replacement of lights	£101.83
005551	T. Fisher – financial assistance	£50.00
005552	Viking Direct – office & cleaning supplies	£121.40
005553	Thames Water	£68.02
005554	Total Gas & Power	£432.58
005555	Oxfordshire Assoc. for the Blind – donation	£30.00
005556	South & Vale Carers Centre – donation	£40.00

<p>ANY OTHER BUSINESS</p> <p>297. Cllr. Reed reminded Councillors of the Remembrance Day parade timings.</p> <p>298. Cllr. Turner spoke of the bus meeting to be held on the 10th November, whereby decisions regarding bus subsidies would be made.</p> <p>299. Cllr. Dudley explained that the CHATS' number was changing in December.</p>	
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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.*

<p>300. CHALGROVE PARISH COUNCIL Vs KNIGHTS LEGAL CASE: It was reported that costs had been appealed from the other side. The Parish Council await the results. A debrief will be held once completed.</p> <p>301. FLOOD MAPPING: Councillors were shown the new flood mapping, created by EdenVale Young and funded by Mill Lane residents, which the Environment Agency had deemed as 'fit for purpose' until their own mapping in 2017/2018. The new flood mapping is to be used for all future planning application consultations.</p>	ALL
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Inclusion of the public: *The public were no longer excluded.*

DATES:

- 12th November, Footpath & Lighting Committee, James Martin Room, 7pm
- 14th November, Village Hall Committee, Youth Centre, 10am
- 19th November, Planning, James Martin Room, 6.45pm
- 3rd December, Parish Council Meeting, James Martin Room, 7.30pm

The meeting closed at 10.52pm

Signed: Chairman