

**CHALGROVE PARISH COUNCIL**

**A MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 3<sup>rd</sup> November 2016.**

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

**Apologies Accepted:** Cllr. S. Harrod, County Councillor

**Not present:** n/a

**Members of the public:** 0

247. The minutes of the meeting held 6<sup>th</sup> October 2016 were amended, approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Reed, agreed by all.

<b>PUBLIC SESSION</b>	
None	
<b>MATTERS ARISING:</b>	
248. SPEEDING: (a) The SID team reported on their speed checks within October; one session was cancelled due to the weather, the second session noted 1 driver over 40mph, and 6 drivers over 30mph, with all details having been passed to Thames Valley Police.	AD
249. VANDALISM & ASB: Users of the MUGA facility had reported intimidating behaviour from two young people holding metal poles. The details had been reported to the Parish Office and had subsequently been reported to the Police.	JM
250. LAND AT HARDINGS: (a) The owner of the land had come forward and a fence had been erected around the site. Contact is to be made to ascertain whether the land may still be used for Emergency Planning storage purposes. (b) Alternative storage sites are to be sought in the event that access to the land at Hardings is no longer granted. (c) The Change of Use application is to be retracted.	(a) JM (b) JM (c) JM
251. CHILDREN’S CENTRES – PROPOSED CLOSURES: Mrs. Julie Quarrell and Mr. Matthew Attree, headteachers of Chalgrove and Watlington primary schools respectively, attended to present information regarding their proposals to keep the Chalgrove & Watlington Children’s Centres open. They are to speak with neighbouring Parish Councils and other stakeholders in order to request much needed funding in order to continue providing the support to hundreds of families per year. It was requested that Chalgrove Parish Council (a) contribute funding each year and (b) discuss the possibility of taking on the employment of staff, albeit funded by the Children’s Centre. The Parish Council are to discuss the matter with Watlington Parish Council in the first instance, and are to seek advice from OALC regarding employment.	AP & JM
252. CHALGROVE BUSES: (a) Cllr. Turner had contacted the LINK editorial team to report the inaccuracies within the printed T1 bus service timetable. They are to include the correct version in a future edition. (b) 100 copies of the timetable are to be requested from Thames Travel. (c) Chalgrove Parish Council office continues to sell tickets for the Comet Thame Market bus.	(b) JM
253. ANONYMOUS LETTER FROM WALKERS: Following an anonymous letter detailing concerns of overhanging branches and dog mess, a LINK article, responding to the letter, is to be submitted.	JM
254. CHARITIES ACCOUNT: Following discussions Cllr. Reed is to go through the paperwork and organise a meeting of the Trustees.	RR

<p>255. CLEARANCE OF FOOTPATHS 5&amp;6: Mr. Jon Beale, OCC Countryside Services, had been contacted in order to receive an update on whether the clearance of the footpaths would take place. He had responded to report that, whilst the clearance is still classed as active on their caseload, they are having to prioritise their works with emphasis on those involving public safety.</p>	
<p>256. ARTS IN COMMUNITIES WORKSHOP: Cllrs. Pritchard and Dudley attended the workshop on the 14<sup>th</sup> October. (a) A presentation had been given by Watermill Theatre and the proposal to bring productions to Village Halls at a cost of £500-£600, with profits being kept by the Parish Council. Their programme is to be checked for June or July 2017. (b) Other matters discussed included the Chievely Cinema Club, run by the community.</p>	(a) JM
<p>257. COMMUNITY FIRST OXFORDSHIRE VILLAGE HALLS MEETING: Cllr. Pritchard attended the meeting on the 12<sup>th</sup> October. (a) A presentation was given by an insurance company who recommended that Village Halls are valued regularly. The Parish Council are to request an urgent valuation of the cost of demolition, removal and re-build. (b) The Parish Council are to proceed with the energy audit as previously agreed. (c) It was reported that Lynne Newin would be leaving CFO, and that Tessa Hall would be taking over her position.</p>	(a) JM (b) JM
<p>258. FINANCE COMMITTEE: (a) The internal audit debrief is to take place on the 11<sup>th</sup> November; Cllrs. Pritchard and Nabb are to attend. (b) A Finance Committee meeting is to take place on the 17<sup>th</sup> November; all Councillors are to attend in order to discuss the budgets for 2017/2018 and to discuss a precept figure to be approved at the December Parish Council meeting.</p>	(a) AP,JN,JM (b) ALL
<p>259. SODC TOWN &amp; PARISH FORUM: Cllr. Pritchard and the Clerk attended the forum on the 2<sup>nd</sup> November. Presentations were given on the five year housing supply requirement, Go Active, SODC grants, and the corporate plan.</p>	
<p>260. FIRST RESPONDERS: Following correspondence received by a Hardings resident, the Chalgrove First Responders had been contacted. It was reported that there has been no change in policy, the First Responders may only act with permission from the Ambulance Service. The resident is to be contacted.</p>	AP
<p>261. COMMUNITY FIRST OXFORDSHIRE AGM: Cllr. Pritchard attended the AGM on the 27<sup>th</sup> October. Presentations were given on the installation of public-use defibrillators; more information is to be obtained.</p>	JM
<p>262. FREEDOM OF INFORMATION REQUEST: DP Architects had requested to see a copy of the Chalgrove Strategic Flood Risk Assessment undertaken by Hydro-GIS. The paperwork had been emailed on the 20<sup>th</sup> October.</p>	
<p>263. THE BIG CLEAN: Cllr. Turner reported that some work had already taken place but that BIFFA would allocate two more days to Chalgrove. Information is to be sent to BIFFA detailing the areas of most concern.</p>	JM
<p>264. MATTERS UNRESOLVED: Land Registry (Mill Lane allotments &amp; recreation areas), Chalgrove Battle Group notice boards, 16 High Street hedges, Church Cottage hedges, Chalgrove Band equipment, War Memorial grant, Chapel Lane alleyway shrubbery responsibilities, Mill Lane road sign, energy audit, stable planning permissions at Mill Lane, tennis.</p>	
<p>265. 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>266. CASUAL VACANCIES:</b> SODC had provided written confirmation that an election had not been called, and that the Parish Council may proceed with co-option. Details of the vacancies, and the request for applications, are to be publicised using posters, Facebook, emails and the LINK. It was agreed by all that the deadline for applications would be the 23<sup>rd</sup> December, and that interviews would take place week commencing the 8<sup>th</sup> January 2017.</p>	
<p><b>267. OXFORDSHIRE TOGETHER:</b> Cllrs. Pritchard and Nabb and the Clerk attended a meeting alongside surrounding villages to discuss urban and rural grass cutting. Quotations are to be obtained for combined and individual grass cutting on behalf of all surrounding</p>	JM

<p>villages.</p> <p><b>268. NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE:</b> Cllr. Nabb reported on the work undertaken by the NDP Committee. (a) A public meeting had been held alongside CHAL7 and CHAL1/10/11 developers in order to ascertain public preference. Comments given at the meeting and received afterwards are to be analysed. (b) Edenvale Young had provided the draft flood maps and report which had been assessed by the Committee and a consultant; many inaccuracies had been found and had been reported to Edenvale. A meeting is to be scheduled in order to better understand the data provided. (c) Thanks were given to Mr. Simon Reynolds and Cllr. Dudley for completing the Village Character Assessment. (d) A meeting is to be held with SODC to obtain further clarification.</p>	<p>(a) JN</p> <p>(b) JN &amp; JM</p> <p>(d) JN</p>
<p><b>269. PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b>  <u>SODC</u> A public meeting is to be held on the 4<sup>th</sup> November with Cllr. John Cotton, Leader of SODC. A list of questions had been compiled by a representative of the Residents Action Group.  <u>HCA</u> Cllrs. Pritchard and Nabb, alongside representatives from the NDP Committee, had attended the Strategic Transport Workshop on the 31<sup>st</sup> October. The Parish Council were given 3 minutes to present data and discuss issues, and it was made clear that Chalgrove Parish Council thought the process was premature as SODC had not yet chosen the strategic site.</p>	<p>ALL</p>
<p><u>Other</u> Chalgrove Parish Council and the Residents Action Group continue to liaise with surrounding villages in order to object to development at Chalgrove and Harrington.</p> <p><b>270. COMMUNICATION COMMITTEE:</b> (a) LINK articles are to be submitted detailing the Casual Vacancies and the response to the anonymous letter. (b) A Committee meeting is to be held in the new year, whereby Councillors will create a schedule of communication for 2017.</p>	<p>(a) JM</p> <p>(b) JM</p>
<p><b>271. FLOODING &amp; EMERGENCY PLAN:</b> (a) A multi agency meeting had been held on the 22<sup>nd</sup> September. (b) An alternative storage site is to be sought in the event that the Parish Council can no longer use the site at Hardings. (c) Members of CFAG had undertaken a brook walk on the 1<sup>st</sup> November. Several areas of concern had been reported to the Parish Council and are to be reported to the relevant local authority. (d) It was reported that the Parish Council's plan to plant a horse chestnut tree on 'the triangle' could contaminate the brook and the project is therefore to be cancelled.</p>	<p>(b) JM</p> <p>(b) JM</p>
<p><b>272. RECREATION COMMITTEE:</b> (a) The Parish Council await the arrival of the replacement Jubilee Walk trees. (b) The Parish Council await further information from the Cavaliers Football Club regarding work required to the pitches and their proposals to cover the brambles on the 'top rec'. (c) Fertilising of Janes Meadow is to be done in the Spring. (d) Quotations for grass cutting are to be obtained.</p>	<p>(a) TA &amp; BW</p> <p>(c) JM</p> <p>(d) JM</p>
<p><b>273. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.  <u>Completed</u> Distribution of wood chippings, removal of fence post and barbed wire at the Village Hall car park.  <u>Awaiting Completion</u> Gravel distribution at the Memorial Green, emergency light repair, Jubilee Walk tree replacement, hedge trimming at the Mill Lane allotments, arrival of the Village Hall premises licence.  <u>Awaiting Approval</u>  (a) "keep clear for emergency vehicle" signage for the recreation ground gate, at a cost of £33.33 ex VAT and delivery, was approved; proposed Cllr. Ace, seconded Cllr. Reed, agreed by all.  (b) "no dogs" signage for the MUGA, at a total cost of £36.98 ex VAT and delivery for 4 signs, was approved; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.  (c) Repairs required to the Village Hall boiler, at a maximum cost of £1500 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.  <u>Quotations Required</u> Etching of logo and map for the High Street bus stop, sandbag storage</p>	

<p>solutions for the Hardings land, 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.</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>274. <u>OCC wrote regarding the review of daytime support for people aged over 18.</u> The consultation runs until the 20<sup>th</sup> December and can be found on the OCC website.</p> <p>275. <u>Chalgrove 10K Committee</u> wrote to request permission to proceed with organising their next race which will coincide with the village festival on Monday 1<sup>st</sup> May 2017. The format is to remain the same and portaloos will be provided. Permission was granted, agreed by all.</p> <p>276. <u>Oxfordshire Association for the Blind</u> wrote to request a donation. As one of the Parish Council approved charities for 2016/2017, a donation of £30 was approved; proposed Cllr. Reed, seconded Cllr. Batley, agreed by all.</p> <p>277. <u>A French Laurence Way resident</u> wrote with his concerns regarding the height of a neighbours tree and the seeds that it disperses. It was felt that, since the tree was not obstructing the footpath, the Parish Council had no powers to intervene and the resident was given the contact details for the relevant departments within SODC and OCC.</p> <p>278. <u>The NAG meeting had been held</u> on the 21<sup>st</sup> September and minutes had been distributed to all Councillors. Minutes are available to view at the Parish Office.</p> <p>279. <u>OALC wrote with details of a 'Minutes and Meetings' training course.</u> The Clerk is to attend and the £35 ex VAT fee was approved; proposed Cllr. Nabb, seconded Cllr. Batley, agreed by all.</p> <p>280. <u>South &amp; Vale Carers Centre</u> wrote to request a donation. As one of the Parish Council approved charities for 2016/2017, a donation of £40 was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.</p> <p>281. <u>Rev. Canon Ian Cohen, St Mary's Church,</u> had made the Parish Council aware of his letter sent to the OCC Area Steward voicing his concerns regarding the dangerous potholes on the road leading from Church Lane to the Church.</p> <p>282. <u>The High Sherriff of Oxfordshire</u> had written to request nominations for the High Sheriff Awards 2017, to recognise people in Oxfordshire who have made outstanding contributions to the communities in which they live and work. Suggested nominees are to be brought to the next meeting.</p> <p>283. <u>Polity UK wrote with details of a letter</u> which had been distributed to all households calling for approval of Harrington as SODC's preferred strategic site. The Parish Council maintain that neither Chalgrove nor Harrington are suitable.</p>	<p>JM</p> <p>ALL</p>
<p><b>284. PLANS</b> (Parish Council decision only): None</p>	
<p><b>285. DECISION NOTICES FROM SODC:</b> None</p>	
<p><b>286. MONTHLY POLICE REPORT:</b> Thames Valley Police had provided a report: <u>Calls</u> (a) 21 calls had been received from the Chalgrove area in September; relating to a total of 18 miscellaneous calls, 1 burglary (non dwelling), 1 road traffic collision, and 1 report of youth ASB. (b) 14 calls had been received from the Chalgrove area in October; relating to a total of 8 miscellaneous calls, 1 report of a loose dog, 1 road traffic collision, 1 report of youth ASB, 1 noise complaint, 1 attempted theft, and 1 theft. <u>Crime</u> There had been no crimes reported.</p>	
<p><b>287. REPORT FROM THE DISTRICT COUNCILLOR:</b> Cllr. Turner provided a report: (a) SODC are looking at ways to encourage more people to volunteer. (b) From the 1<sup>st</sup> November BIFFA will only empty green wheelie bins if the recycling inside is either loose or in clear sacks. (c) Last year SODC successfully prevented 928 households from becoming homeless across the district, a rise of 52% on the year before. (d) The public</p>	

may now use a mobile phone app to pay for parking at all SODC car parks. (e) SODC wish to encourage as many people as possible to sign up to South News on their website. (f) SODC's leisure contractors organised a Memory Walk to raise awareness about dementia. (g) Improvement work to the Great Western Rail network may affect travel over Christmas. (h) SODC grants are available. (i) Thame has been named one of the Country's best high streets.

**288. REPORT FROM THE COUNTY COUNCILLOR:** Cllr. Harrod had submitted a report detailing (a) the unitary debate, (b) the Public Health annual report, (c) OCC's review of daytime services for over 18 year olds, (d) primary and secondary school placement applications, and (e) Radio Oxford traffic control.

**289. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** All areas are satisfactory. The Parish Council still await a visit from Playdale Ltd to check some areas.

**ACCOUNTS:**

290. No cheques had been signed outside of meetings.

291. Mr. P. Hall, groundsman, had requested a 3% increase in contracted fees for the year 2017/2018. Following discussion, an increase of 2.5% is to be offered; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all.

**292. ACCOUNTS SANCTIONED FOR PAYMENT:**

005839	Assist UK Ltd – financial assistance	£275.00
005840	N. Kerridge – youth work	£507.00
005841	B. Murphy – youth work	£78.00
005842	M. Law – gate caretaking	£80.00
005843	SODC – rates	£476.00
005844	TalkTalk Business – web hosting	£67.00
005845	Yorkshire Gas & Power – gas supply	£277.00
005846	Total Gas & Power – gas supply	£114.74
005847	BCB – grass cutting	£316.08
005848	Vking Direct – office/cleaning supplies	£68.11
005849	Cancelled cheque	
005850	Thomas Legal – legal fees	£4800.00
005851	St Mary's PCC – donation	£1200.00
005852	P. Hall – groundsman	£1100.00
005853	P. Hall – groundsman	£461.61

**ANY OTHER BUSINESS:**

293. Cllr. Reed reported that a consultation was underway regarding the proposed removal of the High Street phone boxes. Further details are to be obtained.	JM
294. Cllr. Reed reported two faulty street lights outside the Children's Centre.	JM
295. Cllr. Turner reported the height of the verges leading out of the village, and is to speak to Cllr. Harrod.	DT
296. Cllr. Ace requested 'keep dogs on leads' signage for the Lamb Allotments site.	JM
297. Cllr. Batley reported that the broken railing outside 63 High Street belongs to the Parish Council. Quotations are to be obtained for its repair.	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>298. CHALGROVE PARISH COUNCIL Vs KNIGHTS LEGAL CASE:</b> (a) It was established that the invoice from Thomas Legal is to be paid by the Parish Council. (b) A debrief is to take place in the new year.	(b) ALL
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**Inclusion of the public:** *The public were no longer excluded.*

**DATES:**

4<sup>th</sup> November, public meeting with Cllr. Cotton, Village Hall, 7pm

8<sup>th</sup> November, Youth Club Committee, Youth Centre, 6.30pm

10<sup>th</sup> November, Footpath & Lighting Committee, James Martin Room, 7pm

17<sup>th</sup> November, Planning Committee, James Martin Room, 6.45pm  
17<sup>th</sup> November, Finance Committee, James Martin Room, 7pm  
1<sup>st</sup> December, Chalgrove Parish Council meeting, James Martin Room, 7.30pm

The meeting closed at 9.54pm

Signed: ..... Chairman