

CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 2nd November 2017.**

Present: Cllr. A. Pritchard, Chairman
Cllr. J. Nabb, Vice-Chairman
Cllr. D. Turner, also Dist. Cllr
Cllr. K. Batley
Cllr. B. Gray

Cllr. T. Ace
Cllr. R. Reed
Cllr. A. Dudley
Cllr. A. Ziemelis
Cllr. C. Nixey

Apologies Accepted: n/a

Not present: n/a

Members of the public: 0

251. The minutes of the meeting held 5th October 2017 were amended, approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Nixey, agreed by all.

PUBLIC SESSION	
None.	
MATTERS ARISING:	
252. COUNCILLOR VACANCY: Following the two previous co-option campaigns, there had been no applicants. The Parish Council are to proceed with a further co-option campaign with a deadline of the 12 th January 2018.	JM
253. SPEEDING: (a) The SID had not been used throughout October due to the darker evenings. (d) Following the complaint made by a resident, regarding the positioning of the people using the SID, the matter had been passed to the Police. PCSO James Hopkins had confirmed that the matter was now resolved.	
254. VANDALISM & ASB: Nothing to report.	
255. CHARITIES TRUSTEES: Cllr. Reed is to schedule a meeting.	
256. THE ACREAGE: SOHA had written to report that their Board had formally approved the closure of The Acreage. SOHA will not ask any tenant to move to a property with which they are not happy and each tenant will receive a statutory home-loss payment to assist with all costs associated with moving. SOHA are to seek planning permission for rented flats on the site which will provide a better quality accommodation for older people; existing tenants will be given first refusal to return.	
257. AMERICAN WAR MEMORIAL: (a) Work to the hedging and trees had taken place. (b) A letter is to be sent to Mr. John Godfrey asking him to ensure that nothing is planted in front of the gate leading to the adjacent field.	(b) JM
258. PARKING ON THE VERGE AT MILL LANE: A response had been received from Oxfordshire County Council regarding the illegal parking of cars on the grass areas on Mill Lane, at the entrance to Flemming Avenue. Letters are to be sent to all adjacent residents asking that they remove their vehicles immediately, and OCC are to cost up the price of bollards.	JM
259. SODC BIG CLEAN: (a) SODCs Waste Team had confirmed that their team had completed the 2 days of clearance work on Monument Road and part of the High Street. (b) Their bags of debris, which had been left, had now been collected.	
260. BANK OF IRELAND ACCOUNT CLOSURE: Following the Bank of Ireland's decision to no longer carry out Business Banking in Great Britain, the full amount of £25,854.15 had been successfully transferred to the Parish Council's Lloyds Bank account.	
261. BUSES: (a) Thames Travel had confirmed that they would update the timetables in every bus stop in Chalgrove. (b) Thames Travel had reported that the new timetable changes had made the service more sustainable. (c) It was noted that numbers were down for the Thame bus on a Tuesday, owing to a new Wallingford and Goring service offered to Watlington residents.	(a) DT

<p>262. STABLE PLANNING PERMISSION: Ms. Clare Merritt, SODC Enforcement Officer, wrote to report that the case had now been closed, following the removal of the stable block and hard core on the land in question.</p>	
<p>263. SODC TOWN & PARISH FORUM: Cllr. Pritchard and the Clerk attended the forum on the 1st November. SODC discussed their new Lottery scheme, plans for the Didcot Garden Town, their Local Plan, NDPs, the Go Active Juniors scheme, and their available grants.</p>	
<p>264. COMMUNITY TENNIS NETWORK: Cllrs. Pritchard and Nabb had attended SODCs Community Tennis Network event on the 16th October, which gave details on funding available for upgrading tennis courts, information on starting clubs, and booking systems. Cllr. Pritchard had sent the relevant information to Ms. Kerry Hudson, Chalgrove Primary School.</p>	AP
<p>265. VILLAGE HALL NETWORK MEETING: Cllrs. Ziemelis and Dudley attended Community First Oxfordshire's Village Hall Network Meeting on the 24th October. Matters discussed included fire risk assessments, online booking systems, data protection guidelines, and electrical testing.</p>	
<p>266. PARKING: Following concerns regarding cars parking on the junction of Brinkinfield and High Street, OCC had been contacted for a quotation to paint white lines, as well as re-paint the white lines at the junction of Chapel Lane and High Street.</p>	JM
<p>267. MUGA LIGHTS: It was reported that the timer had been changed and the lights now go off at the correct time.</p>	
<p>268. MATTERS UNRESOLVED: Overhanging shrubbery at 36 Mill Lane, Chapel Lane alleyway shrubbery responsibilities, Light Aircraft flying, Community Assets, TVP action day, office broadband speeds, application to modify the Definitive Map, broken railing at the High Street, land Registry (Mill Lane allotments & recreation areas), Mill Lane road sign.</p>	
<p>269. MATTERS ON HOLD: Community Service street cleaning, Local Council award.</p>	
<p>270. YOUTH CLUB COMMITTEE: The Committee meeting, scheduled for the 17th October, had been cancelled.</p>	
<p>271. RECREATION COMMITTEE: A Committee meeting had been held on the 19th October; minutes are available from the Parish Council office.</p>	
<p><u>MUGA</u> (a) An informal quotation of £30,000 had been received for the replacement of the MUGA surface. Further quotations are to be sought, and investigations into grant funding are to take place. (b) The Parish Council are to remove the weeds and blow the leaves from the MUGA surface.</p>	(a) JM (b) TA
<p><u>Goal Posts</u> Discussions took place regarding the siting of the goal posts left on the Top Rec and Janes Meadow.</p>	
<p><u>Line Marking</u> (a) The Cavaliers FC had been unable to ascertain who burnt the grass whilst line marking. (b) The proposal to use 'line marking carrots' was approved by the Parish Council.</p>	
<p><u>Seating</u> The Cavaliers FC had requested permission to place a seat, in memory of Mr. Bob Larter, on the recreation ground. A quotation is to be sent to the Cavaliers, and a site meeting is to be held to discuss its location.</p>	TA & JM
<p><u>Trees</u> Cllr. Ace is to undertake a site visit with the Groundsman to inspect the trees.</p>	TA
<p><u>ROSPA</u> It was reported that the ROSPA inspection had been completed in July 2017 and the report had been received. All risks had been reported as low or medium.</p>	
<p><u>Other matters discussed</u> included Sports Pavilion cleaning, access to the Youth Club toilets, moles and grass cutting.</p>	
<p>272. COMMUNICATIONS COMMITTEE: A Committee meeting had been held on the 23rd October; minutes are available from the Parish Council office.</p>	
<p><u>LINK</u> Articles agreed included SID usage, the Councillor Vacancy, NDP update including the CHAL7 appeal, and the Local Plan process.</p>	JM
<p><u>Newsletter</u> Articles agreed included the Local Plan process, otters, NDP update, the Village Christmas Tree and associated events, the future of tennis in Chalgrove, the Emergency Plan, an update on the new Street Cleaner, and Project ViKToR (Village Hall Kitchen & Toilet Refurbishment).</p>	JM

<p>273. ALLOTMENT COMMITTEE: A Committee meeting had been held on the 27th October; minutes are available from the Parish Council office.</p> <p><u>Rents</u> 2018 rents were formally approved by full Council; proposed Cllr. Reed, seconded Cllr. Nabb, agreed by all.</p> <table border="1" data-bbox="97 280 1316 392"> <thead> <tr> <th>Site</th> <th>Rent</th> <th>Water</th> <th>Total 2018 Charge</th> </tr> </thead> <tbody> <tr> <td>Mill Lane</td> <td>£9.00</td> <td>£9.50</td> <td>£18.50</td> </tr> <tr> <td>Bypass</td> <td>£6.00</td> <td>£11.00</td> <td>£17.00</td> </tr> </tbody> </table> <p><u>Vermin</u> Rats had been reported on the Mill Lane allotment site. It was reported that the Parish Council has no statutory obligation to provide pest control services and that allotment tenants are responsible for the upkeep of their own plots, which includes keeping the land free of rats and other vermin. The Tenancy Agreement is to be amended to say as such.</p> <p><u>Water</u> An adjacent landowner had requested access to water, by way of an installed meter, from the Mill Lane allotment site. It was agreed by all that an agreement be drafted, that the meter be installed, and that the landowner pay for their usage based upon rates charged to the Parish Council. It was noted that if the pressure of water was not strong enough for the meter, that a set yearly rate would be discussed.</p> <p><u>Site Managers</u> It was agreed a formal list of Site Manager responsibilities and duties be drafted.</p> <p><u>Other matters discussed</u> included letters to be sent to tenants and vacant plots.</p>	Site	Rent	Water	Total 2018 Charge	Mill Lane	£9.00	£9.50	£18.50	Bypass	£6.00	£11.00	£17.00	<p>JM</p> <p>JM</p> <p>JM</p>
Site	Rent	Water	Total 2018 Charge										
Mill Lane	£9.00	£9.50	£18.50										
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<p>274. VILLAGE HALL COMMITTEE: A Committee meeting had been held on the 27th October; minutes are available from the Parish Council office.</p> <p><u>Project ViKToR</u> (a) Discussions took place regarding grant funding deadlines. (b) Grant application forms are to be reviewed by the Committee. (c) Further quotations are to be obtained.</p> <p><u>Entrance Foyer</u> It was agreed by all to re-look at the proposal to extend the storage cupboard within the entrance foyer.</p> <p><u>Roof Repairs</u> The cost of replacing the broken roof tiles and cleaning and replacing of guttering, at a maximum cost of £300, was approved; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.</p> <p><u>Other matters discussed</u> included the need for a schedule of works to be completed.</p> <p>275. NEIGHBOURHOOD DEVELOPMENT PLAN: Cllr. Nabb provided a report on the work undertaken by the Committee.</p> <p><u>NDP</u> (a) A meeting is to take place with the Environment Agency to ascertain what their plans are for flood alleviation in Chalgrove, and how this would impact the plan. (b) A Consultant had been appointed to review the comments made by Boyers. (c) The NDP will be submitted to SODC within the next few weeks; it is being held up by the Local Plan.</p> <p><u>Berrick Road (CHAL4)</u> The Parish Council had met with the developers of the proposed Berrick Road development. A similar meeting is to take place with the NDP Committee.</p> <p><u>Monument Road (CHAL7)</u> SODC had confirmed that they would not be requesting a judicial review, following the outcome of the appeal, and encouraged the Parish Council to seek their own legal guidance.</p>	<p>(b) AZ,AD,JM (c) JM</p>												
<p>276. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</p> <p><u>Meetings</u> All Councillors were made aware of the various meetings surrounding SODCs Local Plan consultation.</p> <p><u>Correspondence</u> Letters to James Martin, Martin-Baker Ltd, were reviewed and approved.</p> <p>277. FLOOD ALLEVIATION & EMERGENCY PLANNING:</p> <p><u>Emergency Plan Drop-In Event</u> The Emergency Plan is to be updated and re-distributed.</p> <p><u>Multi-Agency Meeting</u> Whilst a multi-agency meeting is required, it was felt that a more urgent meeting was required between the NDP Committee and the EA. It was noted that Mr. Gordon Hunt, Highways, had retired.</p> <p><u>Radio Testing</u> Cllrs. Turner and Dudley are to test the radios for the purposes of the Emergency Plan.</p> <p>278. WORKS & ORDERS: Discussions took place regarding the works and orders.</p> <p><u>Completed</u> Gravel at the War Memorial Green, laurel hedging and tree work at the American</p>	<p>DT & AD</p>												

<p>War Memorial, boiler repairs at the Village Hall. <u>Awaiting Completion</u> Dog bin installation, emergency light repairs. <u>Awaiting Approval</u> None <u>Quotations Required</u> Emergency Supplies container and concrete base, emergency planning supplies, path repair adjacent to recreation ground, Village Hall roof repair/replacement, Village Hall brickwork repair, Village Hall floor tile repair, Village Hall manhole grip repair, MUGA new carpet, microphone system, Youth Centre light repairs, Youth Centre toilet fan repair, Post Office public notice board, High Street bus stop map etching. <u>On Hold</u> French drain for flooded footpath next to recreation ground, updated Jubilee Walk tree plaque.</p> <p>CORRESPONDENCE: 279. <u>A dog walker had requested an extra litter bin</u> on Janes Meadow, in the far corner by the seat. Costings are to be discussed when setting the budget for 2018/2019. 280. <u>A dog walker had raised concerns regarding the 4 large trees</u> in front of the Tennis Court. Advice and quotations are to be sought asap.</p>	<p>ALL JM</p>
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281. PLANS (Parish Council decision only):

None

282. DECISION NOTICES FROM SODC:

P17/S1994/HH 48 Fairfax Road Single storey extension to front.
GRANTED

<p>283. MONTHLY POLICE REPORT: There was no report from Thames Valley Police. Cllr. Turner reported on the NAG meeting and the good results obtained by the rural team in combating hare coursing.</p>	
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284. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner provided a report: (a) SODC had asked for views and comments regarding the early concept designs for the Oxford to Cambridge expressway. (b) The Boundary Commission for England had published proposals for new parliamentary constituency boundaries. (c) Residents are asked not to put batteries in their waste or recycling bins, due to small fires that started in the trucks last month. (d) New guidance had been released regarding dealing with hate crime. (e) The Local Plan consultation had been extended, with responses required by the 30th November. (f) The Parish Council are to apply for funding from the Councillor Community Grants before the 19th December.

285. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod provided a report: (a) Ground breaking transport technology, pioneered in Oxfordshire, had won a share of a £51million government prize. (b) Applications for children due to start primary school in September 2018 can now be made online. (c) OCC are to launch a series of events to tackle sellers of illegal tobacco. (d) OCC had launched a campaign to recruit 'digital helpers' in libraries to boost the confidence and skills of those who need help online. (e) Oxford's new Westgate Centre opened on the 24th October.

286. REPORT FROM THE PLAY AREA INSPECTION OFFICERS: (a) The monthly assessment of equipment had been undertaken. All areas are satisfactory. (b) Cllrs. Pritchard and the Clerk are to ascertain what works are required by Playdale.

ACCOUNTS:

287. No cheques had been signed outside of meetings.

288. ACCOUNTS SANCTIONED FOR PAYMENT:

006200	AssistUK – financial assistance	£264.00
006201	N. Kerridge – youth work	£546.00
006202	B. Murphy – youth work	£104.00
006203	M. Law – gate caretaking	£80.00
006204	P. Hall – groundsman	£1000.00
006205	P. Hall – groundsman	£715.94
006206	Oxfordshire Youth – Youth Club fun day activity	£170.00
006207	Castle Water – water supply	£74.51
006208	TalkTalk Business – web hosting	£52.00
006209	BCB – grass cutting	£375.70

006210	SODC – dog bin emptying	£188.38
006211	TV licensing – TV license	£147.00
006212	BDO – external audit	£522.00
006213	Watlington Parish Council – COMET	£125.00
006214	L. Nagy – Village Hall cleaning	£625.50
006215	R. Hinton – laurel hedge & tree work	£320.00

ANY OTHER BUSINESS:	
289. Cllr. Pritchard noted that a larger public waste bin was needed on the High Street outside The Village Store. SODC are to be contacted for advice.	JM
290. Cllr. Dudley queried when the bypass was built. Further information is to be sought.	JM
291. Cllr. Dudley reported the power line pole on the corner of Quartermain and Langley which was leaning over slightly, with the pavement breaking up. The matter is to be escalated to SSE and OCC.	JM
292. Cllr. Dudley noted that she is to undertake the PAT testing at the Village Hall.	AD & JM
293. Cllr. Nabb reminded all Councillors about the Remembrance Service.	ALL

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.*

294. HR COMMITTEE: A Committee meeting had taken place on the 17 th October 2017; the minutes are not available to the public.	
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Inclusion of the public: *The public were no longer excluded.*

DATES:

- 9th November – Planning Committee - 7pm, James Martin Room
- 22nd November – Finance Committee - 7pm, James Martin Room
- 23rd November – Allotment Committee - 7pm, James Martin Room
- 23rd November – Village Hall Committee – 7.30pm, James Martin Room
- 7th December – Parish Council Meeting – 7.30pm, James Martin Room

The meeting closed at 9.57pm

Signed: Chairman