

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 1st November 2018.**

Present: Cllr. A. Pritchard, Chair
 Cllr. J. Nabb, Vice Chair
 Cllr. D. Turner, also Dist. Cllr.
 Cllr. B. Gray
 Cllr. T. Ace

Cllr. A. Dudley
 Cllr. A. Ziemelis
 Cllr. C. Nixey
 Cllr. P. Waters

Apologies Accepted: Cllr. Reed

Not present: n/a

Members of the public: 1

223. The minutes of the meeting held 4th October 2018 were amended, approved and then signed by the Chairman; proposed Cllr. Nabb, seconded Cllr. Dudley, agreed by all.

PUBLIC SESSION	
None.	
MATTERS ARISING:	
224. CHALGROVE CHARITEES TRUSTEES: (a) Cllr. Pritchard had stepped down as a Trustee so that a new Trustee may be appointed to act as Secretary. (b) A Trustee meeting will be held and their Trustee nomination will be brought to the Parish Council meeting in December or January for approval. The Clerk will provide assistance if required.	JM
225. COUNCILLOR VACANCY: Chalgrove Parish Council continue to advertise the vacancy.	JM
226. SPEEDING: The Parish Council had received a quotation for the 4 mountings and 1 solar SID; further quotations are to be obtained.	JM
227. VANDALISM & ASB: (a) A High Street resident’s letter, reporting the illegal and dangerous use of glyphosate on the Memorial Garden, had been sent to the Police as part of their investigation. Chalgrove Parish Council await their comments. (b) Abusive graffiti had been sprayed on the road signs on the B480 and Monument Road. It was immediately cleaned off by the Groundsman and Mr. Peter Storey. (c) Evidence was found of a small fire on Janes Meadow.	
228. PARKING ISSUES:	
<u>Brookside</u> (a) The Parish Council await to hear SOHA’s proposal for the potential new car parking spaces. (b) There had been no response regarding the ‘Residents Only’ sign for the current car parking spaces.	JM
<u>White Lines</u> White lines had been painted on the High Street, at the junction of Chapel Lane, but had not yet been painted on Brinkinfield Road. Highways are to be chased.	JM
229. HIGHWAY DEPOT DAY: Cllrs. Reed and Dudley attended the event on the 6 th October. Cllr. Reed is to provide a report at the next meeting.	RR
230. SALT BINS: Following reports that the salt in the salt bin on Monument Road was unusable, Cllr. Reed had requested advice at the Highway Depot Day. Cllr. Reed is to provide a report at the next meeting.	RR
231. AGE CONCERN – USE OF THE JAMES MARTIN ROOM: Following Age Concern’s request for free of charge use of the James Martin Room on Fridays whilst The Acreage is demolished and rebuilt, Age Concern were asked for clarification on several matters. Age Concern had confirmed that the room size was adequate, that the kitchen would be used for tea making until 12 noon when lunch would be delivered, and that they understood that keep fit classes would take place in the main hall and should not be disturbed. It was agreed	JM

<p>that the current hirers should be made aware of the proposal and that, should they be in agreement, free of charge use would be approved; proposed Cllr. Nabb, seconded Cllr. Ace.</p> <p>232. OCC TOWN & PARISH MEETING: Cllrs. Pritchard, Dudley and the Clerk attended the meeting on the 11th October where OCC began with a short welcome and presentation, followed by discussion sessions at tables with senior OCC services staff. It was noted that the meeting was very informative and useful.</p>	
<p>233. B480 FOOTPATH CLEARANCE: Highways had been asked to collect the debris following the clearance work undertaken by the Scouts.</p>	JM
<p>234. CHILDREN'S CENTRE OPEN DAY: Cllrs. Pritchard, Turner, Reed and Dudley attended the event on the 12th October. Cllr. Turner reported that the Children's Centre now has charitable status.</p>	
<p>235. DOG MESS IN PRIVATE FIELDS: Following reports that dog walkers were walking within private fields and not clearing dog mess, the Clerk had discussed the matter with Cleaner Chalgrove and posters will be drafted and delivered to Mr. Nixey, Langley Field Farm.</p>	JM
<p>236. JOINT USER AGREEMENT: (a) The Primary School had not yet committed to a meeting date. (b) The draft amended Joint User Agreement is to be sent to the Primary School.</p>	AP & JM
<p>237. SOHA BROOK CLEARANCE: Cllr. Turner reported that SOHA had cleared the brook on the High Street in front of their properties and grass verge; 39-53 High Street.</p>	
<p>238. MATTERS UNRESOLVED: Ken Batley MBE display, Chalgrove Band equipment inventory, GDPR, dog mess on the recreation grounds, TVP Action Day, Oxford to Cambridge Expressway, Footpath 8 Project, Village Hall car park bollard (10K Ctte), use of rat poison at the Mill Lane allotments, tennis, overhanging shrubbery at 36 Mill Lane, Light Aircraft flying opportunity, office broadband speeds, application to modify the Definitive Map, Community Assets, broken railing at the High Street, Mill Lane road sign.</p>	
<p>239. MATTERS ON HOLD: Community Service street cleaning, Local Council award.</p>	
<p>240. COIF: (a) Cllr. Pritchard provided an introduction on the history of the COIF – following the exchange and sale of land, the 'top rec' and Mill Lane allotments had been registered with the Charity Commission with the monies managed by CCLA. It was agreed by all to pursue transferring all land agreements to Chalgrove Parish Council and to close the charity account. (b) Contact is to be made with the Charity Commission and CCLA. (c) It was noted that the annual returns had not been completed on the Charity Commission website and the relevant details are to be requested from Cllr. Reed.</p>	(b) JM (c) JM
<p>241. FINANCE COMMITTEE:</p>	
<p><u>External Audit</u> Moore Stephens had not completed their external audit report by the deadline of the 30th September. Chalgrove Parish Council await comments.</p>	JM
<p><u>HMRC Gateway</u> HMRC had advised the Parish Council that future VAT returns must be submitted using the HMRC Gateway. Steps are to be taken to ensure that the Parish Council have sufficient training or software before the deadline.</p>	JM
<p>242. COMMUNICATIONS COMMITTEE: There had been no Committee meeting. Discussions took place regarding the newsletter and the LINK articles.</p>	
<p>243. RECREATION COMMITTEE: A Committee meeting had taken place on the 18th October and the minutes are available from the Parish Office.</p>	
<p><u>MUGA</u> Mr. Cove and Mr. Topping reported that the MUGA was not used very much in the previous year due to safety concerns. It was noted that the previous jet washing works were a temporary solution and that the Cavaliers FC felt that a new surface was required. (a) It was agreed by the Committee that quotations would be obtained for a new surface and a new or improved drainage solution. (b) It was agreed by the Committee that quotations would be obtained for jet washing, and that the Parish Council be asked to pre-approve the cost so that works could be done when required over the winter. The cost of jet washing, at £875 ex VAT, was approved by full Council; proposed Cllr. Pritchard, seconded Cllr. Turner, agreed by all. (c) The Cavaliers FC reported that the MUGA was now too small for use by most teams. It was requested that the Parish Council extend the size or build a new facility</p>	(a) JM (b) JM

<p>on Janes Meadow. Mr. Cove, who is affiliated with Sports England and the Football Foundation, noted that grant funding would not be forthcoming unless the MUGA was of a suitable size. (d) It was agreed by full Council to look at funding from the Netball and Tennis Associations.</p>	(d) JM																												
<p><u>Play Area & Fitness Equipment Repairs</u> (a) Playdale Ltd had completed the various repairs required and were asked to submit a quotation for the repair of the wet pour surface. Repairs to the play area wet pour, at a cost of £642.30 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all. (b) Cllr. Ace and the Clerk are to do a full assessment of the faulty fitness equipment.</p>	(b) TA & JM																												
<p><u>ROSPA Report</u> PlaySafety Ltd had completed the reports and they are to be reviewed alongside the assessment undertaken by Cllr. Ace.</p>	(a) JM																												
<p><u>Other Matters</u> (a) The Primary School wrote to report that they would be receiving 100 tree saplings, but would only be using 60 of them. It was agreed that the Parish would take a quantity of 10, to be used on Janes Meadow. (b) Quotations are to be obtained for the use of a flail on the perimeter of the recreations ground and to remove the brambles on Janes Meadow at the bank edge.</p>	(b) JM																												
<p>244. ALLOTMENT COMMITTEE: A Committee meeting had taken place on the 18th October and minutes are available from the Parish Council office.</p>																													
<p><u>2018 Rent</u> All invoices had been distributed, along with letters of apology for lateness. Most invoices had been paid.</p>																													
<p><u>2019 Rent</u> Following discussions, and the review of the year's water usage, the Committee proposed the 2019 allotment rent charges. Approval was made by full Council; proposed Cllr. Gray, seconded Cllr. Ace, agreed by all.</p>																													
<table border="1"> <thead> <tr> <th></th> <th colspan="3">Current 2018 Charges per full plot</th> <th colspan="3">Proposed 2019 Charges per full plot</th> </tr> <tr> <th>Site</th> <th>Rent</th> <th>Water</th> <th>Total</th> <th>Rent</th> <th>Water</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Bypass</td> <td>£6.00</td> <td>£11.00</td> <td>£17.00</td> <td>£6.00</td> <td>£11.00</td> <td>£17.00</td> </tr> <tr> <td>Mill Lane</td> <td>£9.00</td> <td>£9.50</td> <td>£18.50</td> <td>£9.00</td> <td>£13.50</td> <td>£22.50</td> </tr> </tbody> </table>		Current 2018 Charges per full plot			Proposed 2019 Charges per full plot			Site	Rent	Water	Total	Rent	Water	Total	Bypass	£6.00	£11.00	£17.00	£6.00	£11.00	£17.00	Mill Lane	£9.00	£9.50	£18.50	£9.00	£13.50	£22.50	
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<p><u>Report from the Bypass site</u> (a) Mr and Mrs Strange had resigned as Site Managers of the Bypass site. Letters are to be sent to all tenants advertising the voluntary position.</p>	(a) JM																												
<p><u>Report from the Mill Lane site</u> (a) Cllr. Ace had undertaken a site assessment to view 3 plots which required warning letters. The letters are to be sent immediately. (b) The water bill for Sally Higgins is to be sent. (c) It was noted that the hedges required trimming and quotations are to be obtained.</p>	(a) JM (b) JM (c) JM																												
<p>245. NEIGHBOURHOOD DEVELOPMENT PLAN: Cllr. Nabb reported on the referendum, to be held on the 22nd November, and the various public drop-in events.</p>																													
<p>246. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD: Cllr. Turner discussed the Local Plan timetable.</p>																													
<p>247. FLOOD ALLEVIATION & EMERGENCY PLANNING:</p>																													
<p><u>Emergency Planning Storage</u> A meeting of the Emergency Planning Committee on the 17th November will determine the location and type of container required, and the emergency products to be purchased.</p>	ALL																												
<p><u>Multi-Agency Meeting</u> A meeting is to be arranged.</p>	JM																												
<p>248. WORKS & ORDERS: Discussions took place regarding the works and orders. (a) Work required to the bush at the bottom of Argosy Close, at a cost of £250 ex VAT which includes removal of the debris and hire of a hedge cutter, was approved; proposed Cllr. Ace, seconded Cllr. Dudley, agreed by all. (b) Repairs to the play area wet pour, at a cost of £642.30 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all. (c) Parts required for the repairs to the Fitness Equipment, at a cost of £265.45 was approved; proposed Cllr. Ace, seconded Cllr. Nabb, agreed by all. (d) Completed works: bench assessment. (e) Awaiting completion: bollard repair in the Village Hall car park, car park signage,</p>																													

<p>Clavinova, Village Hall gutter repair, pressure washing of the gated area floor.</p> <p>(f) Quotations required: repaired or replaced air conditioning units, periodic testing (electricians), fire alarm control panel replacement, emergency lighting replacement, MBE medal display, repair/replacement of benches, installation of outside tap at the Pavilion, MUGA new surface, repainting of American War Memorial lettering, path repair adjacent to recreation ground, 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.</p> <p>(g) On hold for further discussion: French drain for flooded footpath next to recreation ground, updated Jubilee Walk tree plaque.</p> <p>CORRESPONDENCE:</p> <p>249. SODC wrote to invite the Parish Council to the Go Active Gold Awards on the 14th November. The Parish Council are to nominate Chalgrove for an award, and Cllr. Pritchard and the Clerk are to attend.</p> <p>250. A Village Hall hirer wrote to request a reduced hall hire rate due to the faulty air conditioning units. The request was denied and the hirer is to be made aware that the Parish Council had not increased the hall hire rates as they are aware of the various works required within the Village Hall.</p> <p>251. A Mill Lane resident wrote to make the Parish Council aware of the increased level of Hazel and Jeffries lorries using Chalgrove as a short cut. Contact is to be made with the company to make them aware of the traffic concerns.</p> <p>252. Citizen's Advice wrote to request whether one of their Trustees may attend a meeting to give a presentation on the work that they do. They are to be invited to talk at the 2019 Annual Parish Meeting.</p> <p>253. St. Mary's PCC wrote to request a donation towards the upkeep of the churchyard. A donation of £1200 was approved; proposed Cllr. Pritchard, seconded Cllr. Waters, agreed by all.</p> <p>254. A High Street resident wrote to request that CCTV be installed on the main roads leading in and out of the village, following the burglary of his home. The Police had been invited to provide comments. It was agreed by all that it would be difficult to cover all areas and that the footage would not in any way provide evidence of a burglary having taken place elsewhere in the village. Residents are to be encouraged to purchase their own CCTV cameras to cover their own properties.</p> <p>255. Tim Stevenson, Oxfordshire's Lord-Lieutenant, had written to request information on bell ringing on the 11th November; the relevant information had been requested from the Chalgrove Bell Ringers and passed on.</p> <p>256. Chris Whitlow, Edenvale Young, wrote to arrange a meeting of interested parties in order to gather, or arrange to gather, detailed information on historical flooding. Chalgrove Parish Council will attend the meeting.</p> <p>257. SODC wrote with details of their proposed changes to the Housing Allocations Policy which sets out how they assess applications to join the Housing Register and how social housing is allocated within the district. Cllr. Pritchard and the Clerk had responded to the consultation.</p>	<p>AP & JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>ALL</p>
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258. PLANS (Parish Council decision only):

P18/S3087/FUL	Land at 1 Mill Lane	Construction of 2 detached dwellings OBJECTION
P18/S3410/FUL	Langley Field Farm	Construction of water culvert NO OBJECTIONS with comments
P18/S3394/HH	126 High Street	Two storey rear and single storey side extensions NO OBJECTIONS
P18/S3136/HH	33 Baronshurst Drive	Single storey front extension NO OBJECTIONS

259. DECISION NOTICES FROM SODC:

P18/S2807/FUL	Land behind 60-66 High Street	Demolition of garage block and construction of two 2 bed properties and alterations to existing shops. WITHDRAWN
P18/S3008/HH	12 Marley Lane	Single storey and two storey extensions. GRANTED
P18/S2882/FUL	Chalgrove Airfield	Construction of new single storey block. GRANTED
P18/S3029/HH	59-61 High Street	Single storey timber building. GRANTED
P18/S3014/HH	12 Sixpenny Lane	Single storey side extension and new boundary wall. GRANTED

260. MONTHLY POLICE REPORT: (a) No report provided. (b) PCSO Ryan Dollery wrote to say that he would be leaving his PCSO role on the 1 st November to become a Thames Valley Police Constable. Congratulations had been sent.	
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261. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner's full report is available from the Parish Office. The report included: (a) SODC's renewable energy workshop on the 21st November. (b) applications for capital grants. (c) the District Councillor's personal grant. (d) the demolition of the old SODC building. (e) affordable housing. (f) the Local Plan.

262. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod's full report is available from the Parish Office. The report included: (a) the Cabinet's approval to borrow up to £120M to invest in infrastructure. (b) the Cabinet's approval of a complete overhaul to ensure it is 'fit for the future' and continues to meet rising demand for services. (c) the improvements required for the delayed transfer of care from hospitals. (d) OCC's response to the preferred corridor for part of the OxCam Expressway. (e) Oxfordshire's councils joint strategic plans.

263. REPORT FROM THE PLAY AREA INSPECTION OFFICERS: The monthly assessment of equipment had been undertaken by Cllr. Ace and the Clerk. Parts required for the repairs to the Fitness Equipment, at a cost of £265.45 ex VAT was approved; proposed Cllr. Ace, seconded Cllr. Nabb, agreed by all.

ACCOUNTS:

264. Four cheques had been signed outside of meetings; 006449-006452.

265. ACCOUNTS SANCTIONED FOR PAYMENT:

006449	C&W Childrens Centre – donation	£5000.00
006450	Citizens Advice – donation	£40.00
006451	Be Free Young Carers – donation	£40.00
006452	Uni-Mail Ltd – printing	£84.00
006458	M. Burgess – financial assistance	£300.00
006459	B. Murphy – youth work	£130.00
006460	N. Kerridge – youth work	£546.00
006461	M. Law – gate caretaking	£100.00
006462	T. Nagy – cleaning	£1095.00
006463	P. Hall – groundsman	£1000.00
006464	P. Hall – groundsman	£648.60
006465	SSE – electricity supply	£581.43
006466	Yorkshire Gas & Power – gas supply	£99.04
006467	Castle Water – water supply	£185.77
006468	Castle Water – water supply	£69.04
006469	TalkTalk Business – web hosting	£172.80
006470	SODC – dog bin emptying	£196.44
006471	TV Licence	£150.50
006472	BCB – grass cutting	£648.00
006473	Mayfield Press – printing	£270.00
006474	Block9 Display – printing	£254.40

006475	J. Nabb – NDP expenses	£420.34
006476	BCB – grass cutting	£216.00

<p>ANY OTHER BUSINESS:</p> <p>266. Cllr. Turner reported that he had submitted the new T1 bus service timetable to the LINK magazine.</p> <p>267. Cllr. Nabb requested a date for the Parish Council Christmas dinner. It was agreed by all to book the Red Lion PH for the 12th January 2019.</p>	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.

<p>268. HR COMMITTEE: (a) It was agreed that the Parish Office would close for the Christmas break from Friday 21st December until Monday 7th January. (b) Due to the Christmas closure, it was agreed by all that the January Parish Council meeting would be held on Thursday 10th January 2019.</p>	
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Inclusion of the public: The public were no longer excluded.

DATES:

- 6th November, Youth Club Committee, Youth Centre, 6.30pm
- 22nd November, Planning Committee, James Martin Room, 7.00pm
- 22nd November, Finance Committee, James Martin Room, 7.30pm
- 6th December, Parish Council Meeting, James Martin Room, 7.30pm

The meeting closed at 9.19pm

Signed: Chairman