

## **CHALGROVE PARISH COUNCIL**

**A MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 2<sup>nd</sup> October 2014.**

**Present:**

Cllr. A. Pritchard, Chairman	Cllr. P. Collins
Cllr. R. Reed, Vice-Chairman	Cllr. J. Nabb
Cllr. D. Turner	Cllr. C. Earle
Cllr. K. Batley	Cllr. A. Maton
Cllr. B. Gray	Cllr. P. Reynolds
Cllr. T. Ace	

**Apologies Accepted:** n/a

**Not present:** n/a

**Members of the public:** 2

**Police:** n/a

231. The minutes of the meeting held on 4<sup>th</sup> September 2014 were amended, approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Collins, agreed by all.

<b>PUBLIC SESSION</b>	
232. A Brinkinfield Road resident, at the request of the Allotment Committee, spoke about pest control methods which could be used on the Mill Lane allotments. Contact names were provided and quotations are to be obtained.	TA & JD
233. A Brinkinfield Road resident objected to a dropped kerb for access to a property. Cllr. Reed clarified that the dropped kerb was for wheelchair users to cross the road, and not for access to an individual property.	
234. A resident from The Green alerted the Parish Council to her concerns regarding (a) The volume of traffic driving past her home to enter the public car park by the Primary School. (b) The Parish Council's land registry application to confirm ownership of the road leading from the High Street, through The Green, to the public car park. (c) The weight of the vehicles passing her home.	
<b>MATTERS ARISING:</b>	
235. SPEEDING: (a) A meeting had been held, with OCC, to discuss proposed signage at the Brinkinfield bend. OCC are to check whether Access Protection Markers (white lines) would be achievable with works being funded by the Parish Council at an approximate cost of £200. It was suggested that all bends should be assessed but a decision was made to pursue that at a later date. (b) SID training is scheduled for the 13 <sup>th</sup> November for Cllrs. Pritchard, Reed, Nabb, Earle and Reynolds.	JD ALL
236. VANDALISM & ASB: No reports of vandalism or ASB had been reported to the Parish Council office.	
237. BERRICK ROAD FLOODING: The Parish Council still await a copy of the completed camera survey report, so OCC are to be contacted again.	JD
238. PARKED CARS OUTSIDE THE POST OFFICE: (a) Following the news that the Post Office may close, any public consultation regarding the parked cars is to be delayed until further news has been obtained. (b) Following a meeting held, with OCC, specifications for bollards are to be obtained, adhering to conservation officer's guidelines.	JD
239. GUIDES LAND AT HARDINGS: There had been no further correspondence from the Guides and no further work had been completed on the land. The Guides are to be issued with a formal ultimatum that the area must be maintained to an acceptable standard or it will be given to an alternative village group.	JD
240. FOOTPATH 8 WORKS: Cllr. Nabb, on behalf of CWaCS, provided an update (a) Work to the footpath had started on Thursday 2 <sup>nd</sup> October and the path will be closed for two weeks.	

(b) All funds had been raised. (c) Consent had been granted by the Environment Agency. (d) Due to proposed future SSE works, the contractor is to install a plastic duct at the same time as resurfacing the footpath.	
241. SSE ROUTE: The Parish Council still await information from SSE, and are to be chased.	JD
242. NEWSLETTERS: All newsletters had been delivered.	
243. OPENNESS BRIEFING: Cllr. Earle had been unable to attend the briefing. The Clerk is to receive a copy of the OALC presentation on the 3 <sup>rd</sup> October. The information will be incorporated into the Roles & Responsibilities Workshop, for all Councillors, on the 16 <sup>th</sup> October.	JN & JD
244. THE BIG CLEAN: (a) All Councillors are to complete footpath reports in order to identify priority areas. (b) No quotations had been obtained for contractor work or the tools required.	(a) ALL (b) JD
245. HARDINGS ALLEY: The groundsman had completed the clearance work on the OCC footpath.	
246. THE FAIR: A resident had objected to the weight of the vehicles accessing the recreation ground via The Green. The Parish Council are to continue allowing access via this route.	
247. BROOKSIDE FOOTPATH: Following reports of the dangerous footpath, behind the car park area, SOHA had denied responsibility. OCC are to check ownership.	JD
248. HIGH STREET BINS: A larger bin, for outside the Village Store, had been requested.	
249. MILL LANE SIGN: It was reported that the Give Way sign had been repaired, but the road sign remains damaged. A repaired sign is to be requested.	JD
250. HIGH STREET WILLOWS: Following concerns regarding the safety of several willow trees on the High Street, they are to be assessed by a contractor.	TA
251. MILL LANE PASSING PLACES: It was agreed that no further action could be taken.	
252. BARONSHURST OIL TANKS: Cllr. Pritchard is to investigate further and report back.	AP
253. CHALGROVE MILL: (a) Maintenance of the Mill Stream, had been scheduled to take place week commencing 6 <sup>th</sup> October. (b) A copy of the Emergency Plan contract is to be sent to Dorian Griffiths again.	(b) JD
254. MATTERS UNRESOLVED: Energy Audit, Damages Claim, The Green land ownership, MUGA lighting grant, Chalgrove Band equipment list.	
<b>255. NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE:</b> Cllr. Nabb provided an update on the work completed by the NDP Committee (a) The draft flood risk assessment had been received. (b) The Site Group had undertaken an assessment on every site; conservation impact, distance to school, traffic etc. (c) Questionnaires had been delivered and collected with an outstanding response rate of over 60%. (d) Public consultations are to be held on 8 <sup>th</sup> & 23 <sup>rd</sup> November in order for the public to consider all sites and inform the Committee of their preference. Landowners and developers had been invited to make a short presentation on their development site.	
<b>256. RECREATION COMMITTEE:</b> A meeting had been held on the 29 <sup>th</sup> September and full minutes of the meeting are available from the Parish Council office: <u>Jubilee Walk</u> (a) 17 trees require replacement by Mr. Kenny Earle. 5 (Wild Service) are to be replaced free of charge, with the remaining 12 charged at £30 per tree. The cost of £360 was approved; proposed Cllr. Reynolds, seconded Cllr. Earle, agreed by all. (b) A maintenance plan is to be drafted for watering, with Cllr. Ace assessing whether any watering is required. (c) Any pruning is to be undertaken by Cllr. Ace.	(b) TA
<u>Recreation Ground Tree Assessments</u> (a) Cllr. Ace is to be meet with the contractor. (B) A five year maintenance schedule is to be drafted.	(a) TA (b) TA & JD
<u>Janes Meadow Bin Placement</u> A bin is to be installed on Janes Meadow. Installation, at a cost of £40, was approved; proposed Cllr. Batley, seconded Cllr. Maton, agreed by all.	
<u>Benches</u> (a) A reminder is to be sent to Mr. Bob Final and Mr. Neil O'Sullivan to re-install the bench next to the Village Hall car park. Work is to be completed by the end of October. (b) It was noted that more benches may be required on the recreation grounds, to be discussed at	(a) JD

<p>a later date.</p> <p><u>Autumn Feed – Janes Meadow</u> The cost of works, at £440, was approved; proposed Cllr. Pritchard, seconded Cllr. Maton, agreed by all.</p> <p><u>Signage</u> Extra signage is to be obtained for the recreation ground.</p> <p><u>Football on Janes Meadow</u> It was agreed that the Cavaliers Under 12 team could use the land, with the Parish Council assessing wear and tear regularly. The Cavaliers Football Club are to be reminded that only two recreation grounds may be used at any one time.</p> <p><u>Recreation Ground Entrance</u> Quotations are to be obtained to raise the footpath leading from the car park towards the play area, and the installation of grasscrete and a new gate.</p> <p><u>Tennis Court &amp; MUGA</u> (a) A leaf blower, at a cost of £400, was approved; proposed Cllr. Pritchard, seconded Cllr. Earle, agreed by all. (b) A meeting is to be held with the Cavaliers Football Club to discuss the maintenance schedules.</p> <p><b>257. FLOODING:</b> A meeting had been held on the 25<sup>th</sup> September and full minutes of the meeting are available from the Parish Council office.</p> <p><u>Bifurcation</u> The EA are to undertake a feasibility study to clarify what can be done to improve the structure, how to increase the back brook's capacity, and any possible short term solutions. Following this study it can be ascertained whether any localised work can be achieved.</p> <p><u>De-Silting</u> It was clarified that the EA do not have any plans to de-silt the Chalgrove brooks. Following the EA's annual vegetation clearance, a site visit is to be undertaken to assess the silt build up. This assessment may lead to a village wide project to de-silt the brooks.</p> <p><u>Slowing/Holding Water</u> The Parish Council are to liaise with landowners to ascertain whether they would be willing to discuss water holding areas.</p> <p><b>258. EMERGENCY PLANNING:</b> (a) A meeting is to be held for all volunteers to discuss the emergency plan, and ascertain their level of involvement, on Saturday 4<sup>th</sup> October. (b) Further meetings are to be held to further advise the street wardens, and allow the public to view the progress.</p> <p><b>259. ALLOTMENT COMMITTEE:</b> A meeting had been held on the 25<sup>th</sup> September and full minutes of the meetings are available from the Parish Council office:</p> <p><u>Allotment Rent</u> Charges for 2015 were approved; proposed Cllr. Reed, seconded Cllr. Pritchard, agreed by all.</p> <table border="0" data-bbox="118 1227 829 1366"> <tr> <td></td> <td><i>Mill Lane</i></td> <td><i>Bypass</i></td> </tr> <tr> <td><i>Rent</i></td> <td><i>£8.00</i></td> <td><i>£5.00</i></td> </tr> <tr> <td><i>Water</i></td> <td><i>£7.00</i></td> <td><i>£5.00</i></td> </tr> <tr> <td><i>Total Charge</i></td> <td><i>£15.00 per full plot</i></td> <td><i>£10.00 per full plot</i></td> </tr> </table> <p><u>Tenancy Agreements and Application Forms</u> Draft forms were approved by the Committee</p> <p><u>Proposed Water Supply to Neighbouring Field</u> Following a request from an adjacent land owner to 'tap into' the water supply and then receive a bill, it was felt that it would be better for all if the landowner connected directly to the mains via Thames Water Ltd. A vote was taken; 10 voting against allowing the landowner access to the allotment water supply, 1 voting for. The landowner is to be informed of the decision.</p> <p><b>260. WORKS &amp; ORDERS:</b> The Clerk discussed the works and orders requiring approval.</p> <p><u>Completed</u> n/a</p> <p><u>Awaiting Completion</u> Bollard replacement, play area gate repairs.</p> <p><u>Awaiting Approval</u></p> <p>(a) Quotations had been obtained for CCTV within the Village Hall car park. Grant opportunities are to be investigated.</p> <p><u>Quotations Required</u> MUGA light repairs, Frost bench/seat installation, roof replacement, air conditioning maintenance, window repair, brickwork repair, shower repairs, Village Hall toilet and kitchen refurbishment, new gate and repaired entrance to the recreation ground, Village Hall storage space extensions, guttering repairs.</p>		<i>Mill Lane</i>	<i>Bypass</i>	<i>Rent</i>	<i>£8.00</i>	<i>£5.00</i>	<i>Water</i>	<i>£7.00</i>	<i>£5.00</i>	<i>Total Charge</i>	<i>£15.00 per full plot</i>	<i>£10.00 per full plot</i>	<p>JD</p> <p>JN, TA &amp; JD</p> <p>(a) TA (b) TA &amp; AP</p> <p>AP &amp; JD</p> <p>(a) ALL (b) ALL</p> <p>JD</p>
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<b>CORRESPONDENCE:</b>	
261. <u>A local voluntary group</u> had written querying whether planning permission had been obtained for the stables on Mill Lane. It was noted that planning permission was not required and the Enforcement Team are not to be contacted.	
262. <u>The ORCC Village Hall Networking Event</u> is to be attended by Cllr. Pritchard and Earle.	AP & CE
263. <u>A resident had written with concerns regarding overhanging trees</u> on the High Street. The owner of said trees is to be contacted and asked to cut them back immediately.	JD
264. <u>The OPFA AGM</u> is to be attended by Cllr. Pritchard.	AP
265. <u>A resident had written to request a meeting to discuss heavy vehicles</u> using The Green. The Parish Council agrees to attend any meeting with relevant agencies, that may be arranged by the resident.	AP & JD

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

P14/S2562/FUL	1 Mill Lane	Amended Plans. Erection of two detached dwellings REFUSED
P14/S2537/FUL	Airfield	Demolition of existing building, erection of new building. APPROVED

**267. DECISION NOTICES FROM SODC:**

P14/S2389/HH	19A Monument Road	Erection of first floor extension GRANTED
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<b>268. MONTHLY POLICE REPORT:</b> Thames Valley Police had provided a report: 22 calls had been received from the Chalgrove area during the month of September; relating to 10 miscellaneous calls (non urgent, such as broken down vehicles or door to door sellers), 2 fear for welfares, 5 calls reporting suspicious behaviour, 1 traffic incident, 1 report of criminal damage, 1 noise complaint, 1 abandoned vehicle and 1 report of hare coursing.	
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**269. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner provided a report on: (a) The externalisation of more services within the District Council, (b) Street cleaning in Chalgrove, (c) Reports of modern slavery, (d) Online crime, (e) Projects aimed at helping young people with behavioural issues. (f) The Town & Parish Forum.

**270. REPORT FROM THE COUNTY COUNCILLOR:** No report had been received.

**271. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** The assessment had been undertaken by Cllrs. Nabb and Pritchard; Playdale are to be asked to assess all play area equipment, further repairs are required to the fitness equipment, leaves require removal from the tennis court and MUGA.

**ACCOUNTS:**

272. One cheque had been signed outside of full Parish Council meeting; 005218

273. The OPFA membership, at a cost of £50.00, was approved; proposed Cllr. Reed, seconded Cllr. Nabb, agreed by all.

**274. ACCOUNTS SANCTIONED FOR PAYMENT:**

005218	Age Concern Chalgrove Area – repairs	£37.00
005219	Cancelled cheque	
005220	Cancelled cheque	
005228	B. Murphy – youth work	£78.00
005229	N. Kerridge – youth work	£273.00
005230	SODC – rates	£464.00
005231	Thames Water – water supply; hall, allotments	£372.69
005232	N. Webb – allotment gate post repairs	£38.00
005233	TalkTalkBusiness- web hosting	£62.80
005234	Total Gas & Power – gas supply	£123.56
005235	D. Mepham – gate caretaking	£80.00
005236	BCB – grass cutting	£420.12
005237	Wilmots & Co – legal fees	£2211.60
005238	Southern Electric – electric supply	£743.43
005239	T. Fisher – internal audit	£650.00

005240	BDO LLP – external audit	£720.00
005241	BT – telephone	£289.07
005242	TV Licensing	£145.50
005243	P. Hall – groundsman duties	£1358.41

<b>ANY OTHER BUSINESS</b>		
275. Cllr. Turner raised the possibility of recruiting a Village Street Cleaning Person, and is to ascertain whether any funding is available for this.		DT
276. Cllr. Reed queried whether gravel would be required around the Memorial Green. The groundsman is to be asked.		JD
277. Cllr. Reed requested that OCC be asked to revisit the proposal of clearing footpaths 5 and 6.		JD
278. Cllr. Batley expressed his commiserations regarding the death of former SODC Leader, Cllr. Ann Ducker. A letter is to be sent to SODC.		
279. Cllr. Reynolds reported overhanging shrubbery at the corner of Brinkinfield and High Street.		JD
280. Cllr. Ace reported overhanging shrubbery at Sixpenny Lane.		JD
281. Cllr. Gray reported overhanging shrubbery on the High Street, adjacent to the Community Centre.		JD
282. Cllr. Collins queried the future of the Post Office. Cllr. Pritchard is to keep the Council updated with any news.		AP
283. Cllr. Pritchard reported that the Youth Club may obtain extra volunteers from Ripon College at Cuddesden.		

**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><b>284. KNIGHT’S ACCESS:</b> Cllr. Earle reported on discussions with the solicitor regarding Mr. Knight’s alleged access.</p> <p><b>285. HR COMMITTEE:</b> Cllr. Earle reported on matters relating to HR.</p> <p><b>286. FRAUDULENT CHEQUE PAYMENT:</b> The Clerk reported on a fraudulent cheque payment, which was in the hands of the Police.</p>	
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**Inclusion of the public:** *The public were no longer excluded.*

**DATES:**

- 4<sup>th</sup> October, Emergency Plan Public Meeting, 10am, Village Hall
- 5<sup>th</sup> October, Tree Watering, 10am, Janes Meadow
- 16<sup>th</sup> October, Planning, 7pm, James Martin Room
- 16<sup>th</sup> October, Roles & Responsibilities Workshop, 7pm, James Martin Room
- 6<sup>th</sup> November, Update from the Headteacher, 7pm, James Martin Room
- 6<sup>th</sup> November, Parish Council Meeting, 7.30pm, James Martin Room
- 20<sup>th</sup> November, Finance Committee Meeting (all Councillors), 7pm, James Martin Room

The meeting closed at 10.35pm

Signed: ..... Chairman