

CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 1st October 2015.**

Present:

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

Apologies Accepted: Cllr. Gray, Thames Valley Police, County Cllr. Harrod

Not present: n/a

Members of the public: 0

Police: n/a

203. The minutes of the meeting held 3rd September 2015 were approved and then signed by the Chairman; proposed Cllr. Reed, seconded Cllr. Nabb, agreed by all.

PUBLIC SESSION

None.

MATTERS ARISING:

204. **SPEEDING:** (a) The Council await dates that they may use the SID device, for a week at a time on a monthly basis. (b) Several more locations are to be approved by PCSO. James Hopkin. (c) The SID team requested a voice recorder and a clicker to assist with taking down information on site. (d) An article had been placed in the LINK to inform the public that speed checks are being undertaken.

(a) JM
(b) JM
(c) JM

205. **VANDALISM & ASB:** (a) The gate to the public car park (by the school) had been vandalised; it is believed that a car had been locked in and force used to exit. Thanks were given to the adjacent resident who assisted with securing the gate afterward. Cllr. Ace is to repair the sliding lock. (b) Following hardware issues with the CCTV system, the Clerk is to (i) check that the cameras are working on a daily basis and (ii) attempt a time search, daily, to ensure that the system is recording. (c) The gate between the public car park (by the school) and the recreation ground had been damaged by a large vehicle; no repairs are required at this time. (d) Bongs had been found weekly on the recreation ground, with all evidence of drug use passed to the Police. (e) The Bypass allotment site had been the subject of theft; a radio, tools, and a rotavator had been stolen.

(a) TA
(b) JM

206. **TENNIS:** A meeting is to be arranged with all those interested in creating a Tennis Club, alongside the Cavaliers FC.

JM

207. **WAR MEMORIAL ASSESSMENT & GRANT:** Harri-Stone Masonry Ltd. had provided their quotation to repair and clean all three memorials; with the cost in the region of £9000. Further quotations are to be obtained, and requests for funding are to be made to several businesses in the immediate area.

JM

208. **FOOTPATHS:** (a) The Parish Council await several repairs to be undertaken by OCC, who are to be chased again. (b) Councillors are to ensure that footpath assessments are done and reported by the next meeting.

(a) JM
(b) ALL

209. **ROAD CLOSURES:** It was reported to OCC that the Parish Council had not been informed of a road closure, again. No response had been received.

210. **SCHOOL TREES:** The Parish Council groundsman had cut back the low hanging branches, and the school had been informed that further work is required.

211. **THE GREEN LAND OWNERSHIP:** (a) The Clerk gave a brief presentation on the current situation regarding The Green. (b) The Parish Council are to proceed with the registering of the land, and all residents are to be contacted. (c) Solicitor's advice is to be sought to ensure that the peppercorn rent contracts are suitable.

(b) JM
(c) JM

212. SUBSIDISED BUSES PUBLIC CONSULTATION: Cllr. Turner reported that the consultation had now closed, and that we await the results.	
213. VILLAGE HALL STORAGE ASSESSMENT: (a) An assessment is to take place on the 4 th October. (b) All users had been advised that they will be informed of any re-location of storage areas after the assessment.	(a) AM
214. SSE WORKS: Works continue along Brinkinfield. The matter had raised a query over the ownership of the road/parking area on Poplar Farm Road; the Clerk is investigating.	JM
215. 16 HIGH STREET – HEDGES: A letter had been sent requesting immediate work be undertaken to cut back the hedge to the original verge. No work had been undertaken, and the Clerk is to visit the resident concerned. Advice is to be sought from OCC.	JM
216. CHURCH COTTAGES – HEDGES: The letting agent had been advised that the hedges required cutting back immediately.	
217. LAND AT HARDINGS: (a) The Guides are to be informed of the correspondence received from the SODC Planning Officer, and that the Parish Council intend to pursue planning applications for storage facilities. (b) The Parish Council groundsman is to cut back the grass, as much as possible. (c) Storage facilities are to be investigated. (d) Community groups are to be contacted to ascertain what storage space is needed.	(a) JM (b) PH & JM (c) JM (d) JM
218. CLEARANCE OF FOOTPATHS 5&6: OCC reported that they are still unable to clear the entirety of the footpath, due to lack of funds. However, work is to take place on the section of footpath in front of the Laurel Close houses, accessed via Chapel Lane.	
219. SODC BIG CLEAN: It was reported that the work had been done.	
220. WASTE RECYCLING CENTRES – PUBLIC CONSULTATION: The consultation is ongoing, and members of the public are urged to give their thoughts.	
221. CHILDREN’S CENTRES – PROPOSED CLOSURES: (a) Cllr. Pritchard is to attend a meeting with County Cllr. Gray, from Cholsey, to discuss further. (b) The public consultation will likely start towards the end of the year. (c) The Communications Committee are to meet with Helen Rints, and produce an impact statement in support of our Children’s Centre.	(a) AP (c) DT & AM
222. OXFORDSHIRE TOGETHER: (a) Cllr. Nabb attended an OCC briefing, to discuss the Parish Council providing a number of non-essential services which OCC are no longer able to provide. (b) The Communications Committee are to produce a LINK article.	(b) AM
223. STREET CLEANSING PAYMENTS: Following SODC’s decision to cease street cleansing payments, Cllr. Pritchard had written to SODC and Cllr. Turner discussed the matter within a Scrutiny Committee meeting, where it was asked that the decision be re-evaluated.	
224. HIGH STREET BROOK: Cllr. Turner had asked SOHA to undertake clearance work on the brook outside property numbers 39 and 53. The work had not yet been completed and SOHA are to be chased.	
225. FOOTPATH 8 BRIDGE: OCC had been granted access across the recreation grounds in order to repair or replace the bridge.	
226. MATTERS UNRESOLVED: Chalgrove Post Office, Local Council Award, Mill Lane & Berrick Road road signs, energy audit, Chalgrove Band equipment list, Berrick Road flooding report, stable planning permission at Mill Lane.	
227. MATTERS ON HOLD: Clearance of footpaths 5&6, parked cars outside the Post Office, Community Service street cleaning.	
228. 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. The wording of the policies is to be advised by consultants. (b) Meetings had taken place with developers. (c) Contingency plans had been discussed. (d) It was felt that the referendum may be delayed, and the public are to be made aware.	
229. FINANCE COMMITTEE: A meeting had been held on the 18 th September and minutes are available from the Parish Office.	
<u>Debrief of accounting process and Internal Audit 2014/2015</u> (a) It was reported that the bank reconciliations were being done monthly and the Clerk is to check the reconciliation monthly and sign them off. (b) A report is to be kept advising when invoices are produced,	(a) JM (b) JM

<p>and payment is received. (c) It was agreed that bank statements could be viewable online and the paperwork is to be processed to allow this.</p> <p><u>Schedule for internal audit process 2015/2016</u> The schedule was agreed as follows:</p> <ul style="list-style-type: none"> - 6 monthly audit w/c 12th October 2015 - pre end of year audit, if required, mid March 2016 - Internal Audit w/c 9th May 2016 - accounts to be approved at the Parish Council meeting June 2016 - accounts to be sent to the External Auditor before the end of June 2016 - de-brief of Internal Audit, July 2016 <p><u>SAGE Software</u> The Internal Auditor is to research the software and advise if the Parish Council should go ahead with the purchase at a cost of £500 ex VAT, previously approved.</p> <p><u>Expenditure Vs Budget</u> The Clerk reported on the current spend. The matter was discussed further at full Council meeting, and all Councillors accepted and were aware of the figures presented.</p> <p>230. COMMUNICATION COMMITTEE: Discussions took place with regards to required LINK articles and finalising the new website.</p> <p>231. EMERGENCY PLAN:</p>	<p>(c) JM</p> <p>TF & JM</p>
<p><u>Emergency Plan Documents</u> Due to data protection, all documents are to be numbered and a log kept, before the plan is distributed.</p> <p><u>Next Steps</u> (a) Complete plans are to be distributed to all Councillors. Plans are to be distributed to all street wardens, showing contact details for their area only. The public version will be placed on the website, devoid of all street warden contact details. (b) A letter is to be sent to all street wardens advising them of their Councillor contact. This is to be followed up by a phone call / visit from the relevant Councillor.</p>	<p>JM</p> <p>(a) JM</p> <p>(b) JM & ALL</p>
<p><u>Grants</u> Cllr. Nabb and the Clerk are to investigate the Resilient Communities Fund in order to fund much needed emergency supplies; sandbag storage, hi-vis jackets etc.</p> <p>232. WORKS & ORDERS: The Clerk discussed the works and orders requiring approval. <u>Completed</u> Tap repair at the Youth Centre, emergency pipe repair at the Youth Centre, cutting back of the school trees.</p>	<p>JN & JM</p>
<p><u>Awaiting Completion</u> Bus shelter painting at Parsnips Lane, hedge/tree cutting on Monument Road.</p> <p><u>Awaiting Approval</u> (a) The cost of a bench, to be placed on the High Street, was approved at a cost of £794 ex VAT; proposed Cllr. Nabb, seconded Cllr. Ace, agreed by all.</p> <p><u>Quotations Required</u> Painting of the Pavilion, signage on the recreation ground, brickwork repair at the Village Hall, floor stripping, tile repair and grip replacement within the Village Hall, drain cover replacement in the Village Hall car park.</p> <p><u>On Hold</u> Air conditioning maintenance in the Village Hall, toilet and kitchen refurbishment in the Village Hall, storage extensions in the Village Hall, roof replacement at the Village Hall, grasscrete installation and footpath repair on the recreation ground, MUGA lighting electrical repairs, Jubilee Walk tree replacement.</p> <p>CORRESPONDENCE:</p> <p>233. <u>SODC wrote with details of their 'Interacting with the Council Online' consultation</u>, which ends on Monday 26th October.</p> <p>234. <u>An invitation to the Citizens Advice AGM</u>, was received, taking place on the 13th October. No Councillors are able to attend.</p> <p>235. <u>Oxfordshire Association for the Blind</u> wrote to request a donation. A donation of £30 was approved; proposed Cllr. Pritchard, seconded Cllr. Batley, agreed by all.</p> <p>236. <u>South & Vale Carers Centre</u> wrote to request a donation. A donation of £40 was approved; proposed Cllr. Pritchard, seconded Cllr. Maton, agreed by all.</p> <p>237. <u>Details had been received of the increase in Insurance Premium Tax</u> from 6% to 9.5%, which will increase Council spending by approximately £150 per year.</p> <p>238. <u>The Council's gas meter</u> had been exchanged. A report was issued stating that the twin flex outlet pipe work should be a solid pipe, and therefore is not to current standards.</p>	

239. PLANS (Parish Council decision only):

None

240. DECISION NOTICES FROM SODC:

P15/S1804/RM	Monument Park	Expansion of existing business park and PV solar array GRANTED
P14/S3816/O	Land off Mill Lane	Erection of 5 houses REFUSED
P15/S2637/HH	17 Flemming Avenue	Single storey extension GRANTED
P15/S2273/HH	7 Cinnamon Close	Extension and alterations GRANTED
P15/S1795/FUL	1 Mill Lane	Erection of detached dwelling GRANTED
P15/S1908/HH	6 Baronshurst Drive	Single storey extension, conversion of garage GRANTED

<p>241. MONTHLY POLICE REPORT: Thames Valley Police had provided a report: <u>Calls</u> 13 calls had been received from the Chalgrove area in September; relating to a total of 4 miscellaneous calls (non urgent, such as broken down vehicles or door to door sellers), 1 reporting suspicious behaviour, 1 fear for welfare, 3 traffic reports. 1 assault, and 3 antisocial behaviour reports (2 bonfire complaints, and 1 neighbourhood dispute). <u>Crime</u> There had been 4 reported crimes from the Chalgrove area in September; 2 miscellaneous incidents, and 2 criminal damage both to cars.</p>	
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242. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner reported on: (a) corporate services projects (b) the Sunday trading hours consultation which received 451 feedback reports from residents in our area (c) the new recycling services (d) street cleansing payments (e) Didcot Parkway multi-storey car park (f) the opening of a new community centre in Didcot and (g) the need for holding ponds as part of a flood relief scheme.

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

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

ACCOUNTS:

245. No cheques had been signed outside of meetings.

246. ACCOUNTS SANCTIONED FOR PAYMENT:

005513	B. Murphy – youth work	£130.00
005514	N. Kerridge – youth work	£273.00
005515	Assist UK Ltd – financial assistance	£270.00
005516	D. Mephram – gate caretaker	£100.00
005517	SODC – rates	£472.00
005518	Total Gas & Power – gas supply	£82.86
005519	BCB – grass cuts	£316.08
005520	SSE – electricity supply	£748.93
005521	BT – telephone lines	£175.39
005522	TalkTalkBusiness – web hosting	£67.00
005523	The Final Touch – plumbing repairs	£440.00
005524	T. Fisher – internal audit additional costs	£150.00
005525	Thames Water – allotments & hall complex	£317.56
005526	GoRide CIC – bus subsidy	£110.63
005527	St Marys PCC – donation	£1000.00
005528	A. Pritchard – expenses	£11.97
005529	P. Hall – groundsman	£1274.89
005530	P. Hall – groundsman	£200.00

ANY OTHER BUSINESS None	
Exclusion of the public: <i>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.</i>	
247. CHALGROVE PARISH COUNCIL Vs KNIGHTS LEGAL CASE: It was reported that the Tribunal had been successful, with the Parish Council winning on all points. Further matters are to be discussed at the next meeting, following the deadline for any appeal applications, and cost submissions.	
248. HR COMMITTEE: Discussions took place regarding employee salaries. Inclusion of the public: <i>The public were no longer excluded.</i>	

DATES:

- 22nd October, Planning Committee, James Martin Room, 6.45pm
- 22nd October, Recreation Committee, James Martin Room, 7.00pm
- 29th October, Allotment Committee, James Martin Room, 6.30pm
- 29th October, Village Hall Committee, James Martin Room, 7.30pm
- 5th November, Parish Council Meeting, James Martin Room, 7.30pm

The meeting closed at 9.55pm

Signed: Chairman