

CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 6th October 2016.**

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

Cllr. T. Ace
Cllr. R. Reed
Cllr. A. Dudley
Cllr. B. Wilson

Cllr. S. Harrod, County Councillor

Apologies Accepted: Cllr. Nabb

Not present: n/a

Members of the public: 0

192. The minutes of the meeting held 1st September 2016 were approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Gray, agreed by all.

193. COUNCILLOR RESIGNATIONS: (a) Mr. A. Maton had submitted his resignation as Councillor to the Parish Council due to work commitments. Cllr. Pritchard had written to accept his resignation and thanks were given for his hard work and support over the last 3 years. (b) Following discussions between Cllr. Pritchard and Mr. P. Collins it was mutually agreed to accept Mr. Collins' resignation and thanks were given for his hard work and support over the last 5 years. (c) SODC's Election Office had been informed of the resignations and the Notice of Councillor Vacancy is to be placed in the public domain on Friday 7th October. If, after 14 days, the public have not called an election, the Parish Council will fill the vacancies by co-option.

JM

PUBLIC SESSION

None

MATTERS ARISING:

194. SPEEDING: Thames Valley Police had reported that the SID machine had been fixed, with new processes in place for its safe usage, and that new bookings will be made.

JM

195. VANDALISM & ASB: (a) The excess litter on the recreation ground had decreased due to schools restarting. (b) Two Jubilee Walk trees had been vandalised and consequently removed. Replacements are to be purchased and planted.

TA & JM

196. LAND AT HARDINGS: (a) Cllr. Wilson discussed his proposal that the Parish Council no longer purchase a container and simply refurbish the existing garage, with no money needing to be spent on it at present. It was agreed by all to amend the Change of Use application to state that the garage would be retained and used for the purposes of storing Emergency Planning equipment. Should there be sufficient space, the garage is to be used to store various equipment held by village organisations. (b) The SSE Resilience Funding application is to be submitted.

(a) JM

(b) JM

197. CHILDREN'S CENTRES – PROPOSED CLOSURES: (a) Cllr. Turner reported that business plans had been produced and constitution decisions are to be made. (b) It was queried whether the Parish Council would be willing to employ the staff required at Children's Centre, using funding raised for the running of the facility; it was agreed that the Clerk would attend the next meeting on the 11th October to obtain further details. (c) The Children's Centre Committee are to register their interest of taking over the building before the deadline of the 14th October.

(b) JM

198. CHALGROVE BUSES: (a) Cllr. Turner reported that the T1 timetable in the LINK was inaccurate and difficult to read. The LINK team are to be informed and Thames Travel are to be asked for copies of the updated timetable for distribution purposes. (b) The Clerk reported that tickets for the Comet Thame Market Day bus were selling well from the office.

(a) DT & JM

<p>199. WILLOW TREE PLANTING: Cllrs. Ace and Pritchard met with a High Street resident who wished to plant a willow tree in the village as part of their wedding anniversary celebrations. The Parish Council had previously agreed on two sites at the recreation ground, and the resident choose the site on the Top Rec by the brook. The Parish Council await further instruction from the resident.</p>	
<p>200. ANONYMOUS LETTER FROM WALKERS: An anonymous letter had been received detailing their concern of overhanging branches and dog mess. A LINK article, responding to the letter, had been drafted and will be approved by the Communications Committee before being submitted.</p>	JM
<p>201. COIF: A meeting had been requested with the Charity Commission in order to better understand the Parish Council's responsibilities, with a view to closing the Charities Official Investment Fund (COIF) account.</p>	
<p>202. CLEARANCE OF FOOTPATHS 5&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. It was noted that any chain link fencing would need to be funded by the Parish Council.</p>	
<p>203. ARTS IN COMMUNITIES WORKSHOP: Cllrs. Pritchard and Dudley are to attend the workshop on the 14th October.</p>	AP & AD
<p>204. COMMUNIY FIRST OXFORDSHIRE VILLAGE HALLS MEETING: Cllr. Pritchard is to attend the meeting on the 12th October.</p>	AP
<p>205. TRANSPORT REPRESENTATIVES MEETING: Cllr. Turner reported that, despite OCC no longer wishing to administer the Town/Parish Transport Representatives meeting, the group are still to meet regularly and are still able to use County Hall.</p>	
<p>206. PUBLIC MEETING WITH JOHN HOWELL MP: Approximately 100 residents had attended the public meeting held on the 23rd September, with discussions including the objection to the proposed development of 3500 homes at Chalgrove Airfield, Oxfordshire's green belt, Brexit, the NHS, flooding, and wildlife conservation. It was felt by all that there was a lack of support from the MP with regards to the majority view of the people in Chalgrove to oppose the strategic site within SODC's Local Plan.</p>	
<p>207. MATTERS UNRESOLVED: Land Registry (Mill Lane allotments & recreation areas), Chalgrove Battle Group notice boards, 16 High Street hedges, Church Cottage hedges, Chalgrove Band equipment, War Memorial grant, Waste Recycling Centre proposed closures, Chapel Lane alleyway shrubbery responsibilities, Mill Lane road sign, energy audit, stable planning permissions at Mill Lane, tennis.</p>	
<p>208. MATTERS ON HOLD: Future of the Chalgrove Post Office, parked cars outside the Post Office, Community Service street cleaning, Local Council award.</p>	
<p>209. FINANCE COMMITTEE: (a) BDO had written to confirm that they had completed the external audit for the financial year 2015/2016 and that there were no issues. Thanks were given to Mr. Terry Fisher, the Clerk, and the Financial Assistant for their efforts. A debrief is to take place between the internal auditor, office staff and Cllr. Pritchard and Nabb. (b) Updated figures showing expenditure versus budget had been distributed; further figures will be distributed in preparation for the Finance Committee meeting in November.</p>	JM
<p>210. OXFORDSHIRE TOGETHER: Following the proposal for the Parish Council to take over the responsibility of rural grass cutting and clearance of footpath sidings from OCC: (a) The Parish Council await the rural grass cutting quotation. (b) Cllrs. Pritchard, Nabb and the Clerk are to attend a meeting on the 20th October alongside representatives from surrounding villages to discuss how the Parish Councils could work together to decrease expenditure.</p>	AP, JN, JM
<p>211. NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE: (a) It was reported that Cllr. Nabb had given her apologies for the Parish Council meeting due to attending a meeting to discuss NDPs in our area; with the aim of bringing together a partnership of NDP groups to share and agree what concerns and issues are faced by all (b) A public meeting had been held for the developers of CHAL1/10/11 and CHAL7 to show their revised plans following the increased NDP housing allocation number from 82 to 200. Approximately 200 residents</p>	

<p>attended and provided the NDP Committee with their site preference. (c) EdenVale Young had sent the new flood maps but had not yet sent the report. (d) The Ministry of Defence had written with regards to CHAL1/10/11 to state that they intend to release CHAL1 for development whether it be an isolated application or a joint application with the landowner of CHAL10/11.</p> <p>212. PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD: <u>SODC</u> A public meeting is to be held with Cllr. John Cotton, leader of SODC, on Friday 4th November, to discuss the next phase of the Local Plan procedure, and to allow the public to ask questions. The Parish Council are to hire Chalgrove History Group's microphone system at a fee of £25; proposed Cllr. Pritchard, seconded Cllr. Batley, agreed by all. <u>HCA</u> A meeting had been held with Ms. Jo Davies and Mr. David Warburton of HCA, directly before the Parish Council meeting, in order for them to provide an update: (a) Dates of meetings were discussed: (i) HCA are to meet with members of the Parish Council on the 18th October to discuss transport issues. (ii) HCA are to meet with representatives of all Parish Councils in the surrounding areas on the 31st October to bring together all transport issues and implications. (iii) HCA are to hold a public exhibition on the 1st November and will advertise the event using a leaflet drop. (iv) HCA are to attend the Parish Council meeting on the 1st December to provide an update. (v) HCA are to hold a public meeting week commencing the 5th December. (vi) HCA's Enquiry By Design process is to take place between the 19th and 23rd January 2017. (d) It was made clear that the Parish Council believe that HCA's process is premature due to the strategic site not having been confirmed yet. (e) HCA reported that the Enquiry By Design (EbD) process would form the planning application. Cllr. Turner noted his concerns that HCA would be submitting a planning application prior to the Local Plan being reviewed by the inspector. (f) Cllr. Turner reported that, following discussions with RAF Benson, there were concerns from the base that the proposed development would cause issues and that HCA hadn't consulted with them. HCA are to clarify whether the base was consulted as well as the MOD. (g) It was suggested that the presentation made at their public meeting in July be re-presented. HCA are to look into the structure of their scheduled public meeting on the 1st November and see if it can be incorporated.</p> <p>213. COMMUNICATION COMMITTEE: (a) Following the resignation of Mr. A. Maton from the Parish Council, it was agreed that Cllr. Wilson join the Communications Committee in his place. (b) Cllr. Pritchard is to act as Committee Chairman until an election is made at the next Committee meeting. (c) The Committee are to set a date to meet.</p> <p>214. FLOODING & EMERGENCY PLAN: A multi-agency meeting had been held on the 22nd September and the minutes are to be distributed before the next Parish Council meeting.</p> <p>215. RECREATION COMMITTEE: A Committee meeting had been held on the 29th September and minutes are available to view at the Parish Council office. <u>Cavaliers FC</u> (a) The interim work had been completed by the Parish Council groundsman and the Cavaliers FC are to set up a sub-committee to assist the Clerk in obtaining quotations and funding for the remaining larger works. (b) Due to the positioning of the Top Rec pitch, footballs were repeatedly being popped in the brambles behind the goal posts and required some form of netting to cover the hedgerow. The Cavaliers FC are to bring their proposals for a temporary or permanent structure to the next Committee meeting.</p> <p><u>MUGA</u> (a) The maintenance schedule is to be redrafted and discussed at the next Committee meeting. (b) It was requested that the MUGA lighting be re-angled in order to better cover the area.</p> <p><u>ROSPA</u> The annual Playsafety Ltd ROSPA report was reviewed; all areas were deemed satisfactory.</p> <p><u>Other areas discussed</u> included the fertilising of Janes Meadow, and a working party to assist with the fruitful hedging.</p> <p>216. WORKS & ORDERS: Discussions took place regarding the works and orders.</p>	<p>TA</p> <p>JM</p> <p>(a) JM (b) JM</p>
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<p><u>Completed Repairs to a Village Hall window.</u> <u>Awaiting Completion</u> Erection of 'No Dogs In The MUGA' signage, arrival of new office furniture, emergency light repair at the Village Hall. <u>Awaiting Approval</u> (a) Hedge trimming at the Mill Lane allotment site, at a cost of £100 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all. (b) Moving and spreading of the wood chippings on the recreation ground, at a cost of £150 ex VAT, was approved following a vote; proposed Cllr. Ace, seconded Cllr. Gray, agreed by the majority. (c) Janes Meadow fertilising, at a maximum cost of £650 ex VAT, was approved; proposed Cllr. Ace, seconded Cllr. Pritchard, agreed by all. (d) Jubilee Walk tree replacements, at a cost of £80.50 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all. (e) Sage pension auto-enrolment 121 remote training, at a cost of £288 ex VAT, was not approved. Further quotations for alternative training are to be sought. (f) Gravel required for the footpath around the Memorial Green, at a maximum cost of £100, was approved; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by majority vote. <u>Quotations Required</u> Updated Jubilee Walk tree plaque, etching of log and map for the High Street bus stop, sandbag storage 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, Village Hall boiler replacement. <u>On Hold</u> French drain for flooded footpath next to recreation ground, War Memorial repairs. CORRESPONDENCE: 217. <u>Thames Valley Police</u> wrote to discuss a report that was made from a Harding's resident regarding pest control poison being rolled in bread and left on the 'green at the bottom of Hardings'. It was clarified that the land in question was the ex-Guides land at Hardings, now maintained by the Parish Council. Signage was immediately erected warning of the danger of leaving poison on public land, and reporting that several pets had needed to be taken to the vets as a result. 218. <u>St Mary's Church PCC</u> wrote to request their annual donation towards the upkeep of the churchyard. A donation of £1200 was approved; proposed Cllr. Pritchard, seconded Cllr. Gray, agreed by all. 219. <u>SODC wrote with an invitation</u> to their Autumn Town & Parish Council Forum on the 2nd November; the Chairman and Clerk are to attend. 220. <u>Cllr. Steve Harrod</u>, County Councillor, had written with his report for September which had been distributed to all Councillors. 221. <u>A Hardings resident had written with concerns surrounding the First Responders</u> following an emergency. The Parish Council are to check whether there had been any policy changes within the First Responders team. 222. <u>Community First Oxfordshire wrote with an invitation</u> to their AGM on the 27th October; the Chairman is to attend. 223. <u>A French Laurence resident</u> wrote with concerns regarding the Lendrums Fair which was sited on the recreation ground in September. The resident was asked to direct any complaints to Lendrums and the Parish Council are to write to Lendrums to make them aware of the concerns made. 224. <u>A Mill Lane resident wrote with their thanks</u> to the Parish Council and NDP Committee for the 'terrific responses to the Airfield consultation'. 225. <u>The River Thame Conservation Trust</u> had written requesting a meeting in order to discuss the potential of completing innovative habitat creation and restoration projects. A meeting was held on the 30th September with representative from the Parish Council, CWaCS, CFAG and the Riverfly Monitoring team invited. Cllr. Pritchard reported that the presentation had been incredibly informative and it was proposed that they be asked to make a similar presentation at the 2017 Annual Parish Meeting.</p>	<p>AP & JM</p> <p>AP</p> <p>AP</p> <p>AP</p>
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<p>be discussed further once communication had been received from the landowner or the developer of CHAL10/11.</p> <p>241. Cllr. Dudley noted that the 'Keep Clear for Emergency Vehicles' signage was missing on the gate leading in to the recreation ground. A quotation is to be sought for its replacement.</p> <p>242. Cllr. Dudley reported overhanging branches affecting the footpath in Cromwell Close.</p> <p>243. Cllr. Turner reported that he would chase dates for the Big Clean.</p> <p>244. Cllr. Turner spoke of a telephone fraudster who had alleged to be part of HMRC.</p>	<p>JM</p> <p>DT</p>
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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>245. CHALGROVE PARISH COUNCIL Vs KNIGHTS LEGAL CASE: There had been no response regarding the queried invoice.</p> <p>246. HR COMMITTEE: The National Living Wage, which is the minimum wage rate for workers over the age of 25 years, will be unaffected by Government changes this month. The rates will be reviewed again for April 2017, and thereafter every April going forward.</p>	
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Inclusion of the public: *The public were no longer excluded.*

DATES:

- 20th October, Planning Committee, 6.45pm, James Martin Room
- 27th October, Allotment Committee, 6.30pm, James Martin Room
- 27th October, Village Hall Committee, 7.30pm, James Martin Room
- 3rd November, Parish Council meeting, 7.30pm, James Martin Room

The meeting closed at 9.55pm

Signed: Chairman