

CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 5th October 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

Cllr. S. Harrod, County Councillor

Apologies Accepted: n/a

Not present: n/a

Members of the public: 0

209. The minutes of the meeting held 7th September 2017 were amended, approved and then signed by the Chairman; proposed Cllr. Dudley, seconded Cllr. Nabb, agreed by all.

PUBLIC SESSION

None.

MATTERS ARISING:

210. COUNCILLOR VACANCY: Following the previous co-option campaign, where there were no applicants, a further co-option campaign had been launched with a deadline for applicants on the 20th October, and interviews scheduled to take place week commencing the 23rd October.

211. SPEEDING: (a) The SID team had completed speed checks 4 times in September and the results had been passed to Thames Valley Police. (b) It was noted that since the beginning of the year 129 cars had been reported as speeding within the village. (c) Cllr. Turner is to continue obtaining information on a mobile speed checker. (d) A resident had made a complaint regarding the SID on Monument Road on the 20th September, due to two people standing in the sight line. A response was sent clarifying that the team had quickly realised that the positioning compromised the sight line for drivers leaving Fairfax Road, and had moved themselves out of the sight line. Whilst it was noted that training and pre-approved locations had been provided by Thames Valley Police, the resident wished to make further enquiries and the matter had been passed to PCSO Lewis Carpenter, TVP.

212. VANDALISM & ASB: Following the reports of various acts of anti-social behaviour, made by a group of identified young people, letters had been sent to their parents and the issues had reduced.

213. CHARITIES TRUSTEES: Cllr. Reed is to schedule a meeting.

214. THE ACREAGE: SOHA had previously communicated that they would meet with the Parish Council after their board meeting in September. The Parish Council awaits suggested meeting dates.

215. AMERICAN WAR MEMORIAL: The Clerk had met with Mr. John Godfrey on site, due to his concerns over the future maintenance of the American War Memorial. A quotation was obtained for work to the laurel hedging and overhanging trees; to be discussed within Works & Orders.

216. PARKING ON THE VERGE AT MILL LANE: Further to previous complaints of cars parking on the grass verge at the corner of Mill Lane and Flemming Avenue, OCC had been informed and asked for advice; no response had been received. OCC were then contacted again due

(c) DT

RR

DT & JM

to vehicles parking on the adjacent verge. Chalgrove Parish Council reported their concerns that residents would assume it to be acceptable, and the danger that in time they will be able to argue a right of use based upon precedent. It was agreed by all to distribute letters to all residents in the area asking that they not park on the grass verges, and to investigate the cost of bollards/stones.	JM
217. SODC SEC106 MONIES CONSULTATION: Councillors were reminded to participate in the consultation.	ALL
218. SODC BIG CLEAN: It was noted that the SODC Waste Team had been on site for 1 day. Cuttings had been left on the corner of Monument Road and High Street, and they are to be asked to return and remove them.	JM
219. BANK OF IRELAND ACCOUNT CLOSURE: Following the Bank of Ireland's decision to no longer carry out Business Banking in Great Britain, they were asked to transfer the funds to the Parish Council Lloyds Bank account. On receipt of the signed signatory transfer document, they requested a third signatory; Cllr. Reed had filled in the necessary paperwork.	
220. BIFURCATION VEGETATION: All agencies had been contacted but it was still unknown as to who cut the vegetation back.	
221. BUS TIMETABLES: Following concerns that bus timetable was not featured in every bus stop, Cllr. Turner was to contact Thames Travel. It was noted that he would discuss the matter at the 5 Parishes Bus Group meeting on the 11 th October.	DT
222. 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, stable planning permissions at Mill Lane, tennis.	
223. MATTERS ON HOLD: Community Service street cleaning, Local Council award.	
224. FINANCE COMMITTEE: No Committee meetings had been held.	
<u>External Audit</u> BDO had written to confirm a successful audit, following the amendments reported at the previous meeting. Moore Stephens had been appointed the external auditor for financial year 2017/2018.	
<u>Internal Audit</u> A debrief is to take place between the Clerk, Financial Assistant, Cllrs. Pritchard and Nabb, and the internal auditor Terry Fisher, to look at the completed audit and to set a schedule for the next audit.	AP, JN, JM
225. COMMUNICATIONS COMMITTEE: No Committee meeting had been held.	
<u>LINK Articles</u> It was agreed by all to proceed with articles for the November LINK; C&WCC donation, update from the SID team, and the Youth Club fun day.	JM
<u>Local Plan</u> Discussions took place regarding the Local Plan and ensuring that as many residents as possible made comments on the consultation.	JM
226. FLOOD ALLEVIATION & EMERGENCY PLANNING:	
<u>Emergency Plan Drop-In Event</u> The Emergency Plan is to be updated and re-distributed.	JM
<u>Multi-Agency Meeting</u> It is hoped that the next meeting will take place in October or early November.	JM
<u>Environment Agency</u> The Environment Agency wrote to request intellectual rights for the Edenvale flood reports, maps and modelling as commissioned by the Parish Council – which had been granted. Permission had also been granted for the work commissioned by Mill Lane residents, although the Parish Council had queried how this wasn't already in the public domain due to the EA 'adopting' their flood map.	
<u>Emergency Supplies Storage Container</u> Quotations had been requested for the installation of a concrete base for a container to sit on at the recreation ground.	JM
<u>Radio Testing</u> Cllrs. Turner and Dudley are to test the radios for the purposes of the Emergency Plan.	DT & AD

<p>227. NEIGHBOURHOOD DEVELOPMENT PLAN: Cllr. Nabb reported on the work undertaken by the Committee. (a) A health-check had been required on the NDP due to the strength of the objections from Wates, the developer at CHAL7. Due to the plan being challenged so strongly, the Chalgrove NDP must contain far more information than most other plans. (b) A funding request is to be sent to Locality for the work required on the health-check. (c) A meeting had been arranged with the acting SODC Chief Executive, Mr. Mark Strong, to discuss the issues surrounding the NDP, in particular the delays and misinformation given by SODC. (d) A meeting had been held with the developers of the proposed development at Berrick Road; the Parish strongly object to their proposals.</p>	<p>(b) JN (c) DT</p>
<p>228. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD: <u>SODC Meetings</u> Councillors had attended the SODC meetings on the 13th, 21st and 28th September where the Local Plan was discussed and unfortunately approved. <u>Local Plan Consultation</u> (a) SODC wrote to inform the Parish Council that, following extensive consultation and gathering of evidence, they are nearly ready to submit their Local Plan for independent examination. Beforehand, a six-week publicity period will run from the 11th October until the 22nd November 2017. After the publicity period, SODC will submit the plan to the Secretary of State, who will appoint a Planning Inspector to carry out an independent examination. The inspector will then examine the plan, the evidence supporting it and the comments received, and make a decision on whether the plan is "sound" and "legally compliant". (b) SODC are to hold a series of drop-in events to explain the process and show the public how to comment. It was noted that the event in Chalgrove was to be held just 5 days before the end of the consultation period, and a request is to be made to move the date to allow the residents of Chalgrove to view their proposals and comment on the plan. It was suggested that the Parish Council and SHIELD have a public meeting beforehand to assist those wanting to respond to the plan. <u>HCA Meeting</u> Parish Councillors and SHIELD met with HCA on Monday 2nd October. (a) HCA remain positive that an agreement will be made with Martin Baker but the matter is commercially sensitive, and could not comment on the fact that SODC have included a site within the plan that is not yet available. (b) HCA intend to develop the Airfield in 3 phases; Phase 1 – 700/800 homes, local shop, primary school, starting 2020 Phase 2 – 1100 homes, realigned B480, realigned runway, shops, businesses and secondary school, starting 2025 Phase 3 – 1100 homes, second primary school, starting 2029 (c) HCA intend to send out a newsletter during the SODC consultation phase, hold various workshops with stakeholders before the end of the year, hold a public exhibition in January, and submit their outline planning application in February 2018. (d) It was requested by Cllr. Dudley that HCA meet the whole of the Parish Council. <u>Legal Fees</u> It was agreed that the budget for legal fees, pertaining to any legal work required for the objection to the inclusion of Chalgrove Airfield within the SODC Local Plan, would be £10,000; proposed Cllr. Turner, seconded Cllr. Pritchard, agreed by all.</p>	<p>JM AP & JM</p>
<p>229. WORKS & ORDERS: Discussions took place regarding the works and orders. <u>Completed</u> Village Hall toilet light repairs. <u>Awaiting Completion</u> Dog bin installation. <u>Awaiting Approval</u> (a) Gravel and associated labour, for the area surrounding the War Memorial in preparation for Remembrance Day, at a cost of a maximum of £200 ex VAT was agreed; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by all. (b) Work required to the laurel hedging and overhanging trees at the American War Memorial at a cost of £320 ex VAT was approved; proposed Cllr. Pritchard, seconded Cllr.</p>	

<p>Batley, agreed by all.</p> <p>(c) Work required to 2 emergency lights, following discharge test failure, at a cost of £163.69 ex VAT was approved; proposed Cllr. Dudley, seconded Cllr. Ziemelis, agreed by all.</p> <p>(d) A new fire alarm, following recommendations from Fire Safety Ltd due to it being over 10 years old, at a cost of £1136.06 ex VAT was not approved. The cost is to be discussed when setting the budget and precept for financial year 2018/2019.</p> <p><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.</p> <p><u>On Hold</u> French drain for flooded footpath next to recreation ground, updated Jubilee Walk tree plaque.</p> <p>CORRESPONDENCE:</p> <p>230. <u>Cllr. Steve Harrod wrote to inform the Parish Council</u> that he had stepped down as District Councillor in order to concentrate on his County Councillor role.</p> <p>231. <u>SODC wrote to invite the Parish Council</u> to their Autumn Town & Parish Forum on the 1st November. The Chairman and Clerk are to attend.</p> <p>232. <u>SODC wrote to invite the Parish Council</u> to their Community Tennis Network meeting on the 16th October, where they hoped to build a tennis network across South Oxfordshire to look at capital funding and smaller local issues. Cllrs. Pritchard & Dudley are to attend.</p> <p>233. <u>Community First Oxfordshire wrote to invite the Parish Council</u> to their Village Hall Network meeting on the 24th October. Cllrs. Ziemelis and Dudley are to attend.</p> <p>234. <u>Community First Oxfordshire wrote to invite the Parish Council</u> to their AGM on the 26th October. Apologies are to be sent due to prior commitments.</p>	<p>AP & JM</p> <p>AP & AD</p> <p>AZ & AD</p>
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235. PLANS (Parish Council decision only):

None

236. DECISION NOTICES FROM SODC:

P17/S2439/FUL	Monument Business Park	Installation of 24M tower supporting 3 antennas and 1 300mm diameter dish GRANTED
P17/S2367/FUL	Land at Hardings	Erection of single storey 1 bed dwelling GRANTED
P17/S2593/HH	19 Monument Road	Single storey rear extension GRANTED
P17/S2699/HH	1 Mill Lane	Replacement of porch, new two storey side extension, replacement of flat roof and new windows GRANTED
P17/S2281/HH	73 High Street	Demolition of existing outhouse and erection of two-storey extension in same location GRANTED

237. MONTHLY POLICE REPORT: None

238. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner provided a report: (a) Out of 24 District Councils, SODC are one of two to have completed all the food hygiene inspection programmes for the year. (b) SODC had produced 1000 leaflets and air fresheners to taxi companies and drivers, as part of the Community Safety Partnership, telling them what to do if they suspect they are being hired to drive vulnerable passengers to work against their will or being abused. (c) The Veterans' Gateway, funded by the MOD Covenant, supports veterans, their families, and carers. (d) SODCs Go Active Gold initiative is achieving great results; in the past 18 months, 1847 people, aged over 60, from 71 rural villages have engaged with the Go Active activities. (e) SODC are to contact all households who had not responded to the electoral

register canvass campaign. (f) SODCs waste team had been out and about across the district speaking to residents as part of this year's Recycle Week. (g) The final SODC Local Plan will go out for a six week consultation, with the closing date for responses on the 22nd November. (h) Residents who have signed up to the paid-for brown bin service may leave out extra garden waste with their normal collection, week commencing 23rd October.

239. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod provided a report: (a) The Oxfordshire Growth Board had provided unanimous support for an application to the Government's Housing Infrastructure Fund as part of a package of investment to deliver transport infrastructure. (b) Oxfordshire's Director of Public Health had published his tenth Public Health Annual Report. (c) OCC had opened their £1M Transition Fund a year ago, to assist schemes for nought to five-year-olds which had been formally served by Children's Centres. To date a total of 27 projects had been awarded funding, in addition to open access sessions at the Council's network of 8 family centres. (d) A new system of delivering daytime support services in Oxfordshire had come into operation on the 1st October; 8 new centres are to provide support for more than 500 older people or people with a learning disability.

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

ACCOUNTS:

241. One cheque had been signed outside of meetings; 006169

242. ACCOUNTS SANCTIONED FOR PAYMENT:

006169	L. Nagy – Village Hall cleaning	£412.50
006175	AssistUK – financial assistance	£264.00
006176	P. Hall – groundsman	£1000.00
006177	P. Hall – groundsman	£587.35
006178	L. Nagy – Village Hall cleaning	£630.00
006179	N. Kerridge – youth work	£234.00
006180	B. Murphy – youth work	104.00
006181	M. Law – gate caretaking	£80.00
006182	BT – telephone lines	£219.99
006183	SSE – electricity supply	£483.30
006184	TalkTalk Business – web hosting	£5.40
006185	Yorkshire Gas & Power – gas supply	£277.00
006186	Castle Water Ltd – water supply	£336.09
006187	B. Wilson – repairs to toilet lighting	£76.02
006188	Fire Safety Services – alarm & emerg. lighting test	£452.47
006189	Chris Lewis Ltd – CCTV repairs	£289.20
006190	BCB – grass cutting	£375.70
006191	A. Dudley – hirer refund	£50.00
006192	J. Nabb – travel expenses	£9.90
006193	A. Pritchard – travel expenses	£9.90
006194	S. Strange – allotment expenses	£3.48

ANY OTHER BUSINESS:

- 243. Cllr. Nabb spoke of the apple pressing event held by CWaCS.
- 244. Cllr. Turner spoke of his attendance at the Children’s Centre relaunch.
- 245. Cllr. Turner reported that the Primary School headteacher, Ms Julie Quarrell, would be leaving and that her replacement had already been appointed to start in January.
- 246. Cllr. Ziemelis spoke of parking issues and requested that white lines be painted on Brinkinfield Road where it joins the High Street. It was noted that the white lines on the High Street, outside the Primary School, require re-painting.
- 247. Cllr. Turner spoke of his District Councillor grant funding of £5000.
- 248. Cllr. Pritchard noted that the public car park by the Primary School would be closed at 7pm during the winter months.
- 249. Cllr. Pritchard requested that the British Legion order the wreath for Remembrance Sunday. Cllr. Ace is to organise.
- 250. Cllr. Turner reported that the MUGA lights were staying on too late at night and the timer is to be checked.

JM

TA

JM

DATES:

- 10th October – Youth Club Committee – 6pm, Youth Centre
- 17th October – HR Committee - 7pm, James Martin Room
- 19th October – Planning Committee - 6.45pm, James Martin Room
- 19th October – Recreation Committee – 7.30pm, James Martin Room
- 26th October – Allotment Committee – 6.45pm, James Martin Room
- 26th October – Village Hall Committee – 7.30pm, James Martin Room

The meeting closed at 9.33pm

Signed: Chairman