

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 4<sup>th</sup> October 2018.**

**Present:** Cllr. J. Nabb, Vice Chair  
 Cllr. D. Turner, also Dist. Cllr.  
 Cllr. B. Gray  
 Cllr. R. Reed  
 Cllr. A. Dudley  
 Cllr. A. Ziemelis  
 Cllr. C. Nixey  
 Cllr. P. Waters

**Apologies Accepted:** Cllrs. Pritchard and Ace

**Not present:** n/a

**Members of the public:** None

178. Following an interview, Mr. Paul Waters was formally co-opted as a Parish Councillor or Chalgrove Parish Councillor; proposed Cllr. Nabb, seconded Cllr. Dudley, agreed by all.

179. The minutes of the meeting held 6<sup>th</sup> September 2018 were amended, approved and then signed by the Vice-Chairman; proposed Cllr. Reed, seconded Cllr. Dudley, agreed by all.

### **PUBLIC SESSION**

None.

#### **MATTERS ARISING:**

180. CHALGROVE CHARITEES TRUSTEES: (a) Cllr. Pritchard had offered to step down as a Trustee so that a new Trustee may be appointed to act as Secretary. (b) A Trustee meeting will be held on the 9<sup>th</sup> October and their Trustee nomination will be brought to the Parish Council meeting in November for approval.

181. COUNCILLOR VACANCY: One position had been filled, and the Parish Council will continue to advertise the second position.

182. SPEEDING: The Parish Council had received a quotation for the 4 mountings and 1 solar SID and 4 mountings; further quotations are to be obtained.

183. 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) Reports had been made that an 8 year old's jacket had been torn, ripped and dumped on the recreation ground. A Police report had not been made by the parents. (c) Reports had been made of drug dealing on the recreation ground. The public had been reminded that they should call the Police immediately. A LINK article is to be drafted.

184. PARKING ISSUES:

Brookside (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.

Flemming Avenue (a) The bollards had been installed on the grass areas on Mill Lane, at the entrance to Flemming Avenue, in order to stop the illegal parking of vehicles on County Council land.

White Lines 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.

185. JOINT USER AGREEMENT: A meeting had been requested with the Primary School to approve the amended Joint User Agreements. No dates have been offered as yet.

186. STREET CLEANING: The groundsman had been asked to prioritise the Village Hall exterior.

187. MATTERS UNRESOLVED: GDPR, dog mess on the recreation grounds, TVP Action Day, Thames Travel T1 issues, Oxford to Cambridge Expressway, Footpath 8 Project, Village Hall car park bollard (10K Ctte), Charities & land registration, use of rat poison at the Mill Lane

JM

JM

(c) JM

JM

<p>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>188. MATTERS ON HOLD: Community Service street cleaning, Local Council award.</p>	
<p><b>189. CELEBRATION OF KEN BATLEY MBE:</b> (a) The event held on the 15<sup>th</sup> September was enjoyed by all who attended; people spoke of their memories of Ken and read out some of their own, or Ken's, poetry. Costs incurred to run the event totalled £144.27. (b) The Parish Council received 4 entries for the Ken Batley Poetry Competition for Juniors. All 4 entries received a prize with the costs incurred totalling £70.00. (c) The replica MBE and copy certificate are to be framed and displayed within the Village Hall.</p>	(c) CN & JM
<p><b>190. PROJECT VIKTOR:</b> The Village Hall Committee had met to discuss funding options. All funding avenues were explained, and the Parish Council are to discuss the matter further whilst setting the annual budget at the November Finance Committee meeting.</p>	
<p><b>191. COIF:</b> A meeting is to be held to discuss the proposals made at a previous COIF meeting; to transfer all land agreements to Chalgrove Parish Council, and to close the charity account.</p>	
<p><b>192. COMMUNICATIONS COMMITTEE:</b> (a) Discussions took place regarding the LINK articles; Councillor vacancies, antisocial behaviour and how to report it, the NDP referendum, poetry competition winners and the Highways report. (b) A newsletter is to be drafted highlighting the NDP Referendum and the Celebration of Ken Batley.</p>	(b) JM
<p><b>193. FINANCE COMMITTEE:</b></p>	
<p><u>External Audit</u> Moore Stephens had not completed their external audit report by the deadline of the 30<sup>th</sup> September. Chalgrove Parish Council await comments.</p>	
<p><u>Budget</u> It was agreed that the budget for financial year 2019/2020 would be set at the November Finance Committee meeting, and that the Precept request for 2019/2020 would be formally approved at the December Parish Council meeting.</p>	
<p><u>Election Costs</u> SODC had written to advise the Parish Council that, should a Parish Council election be required in May 2019, the cost to the Parish Council would be approximately £4500. The amount is to be added to the budget in November.</p>	
<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><b>194. NEIGHBOURHOOD DEVELOPMENT PLAN:</b> Cllr. Nabb discussed the NDP Referendum, which is to be held on the 22<sup>nd</sup> November. It was noted that campaigning was prohibited, and that the NDP Committee will request approval on all publicity from the SODC Democratic Services team.</p>	JN
<p><b>195. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b> Cllr. Turner discussed the Local Plan timetable.</p>	
<p><b>196. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b></p>	
<p><u>Recreation Ground Bridge</u> The County Council had claimed responsibility for the recreation ground bridge and had assessed the brook bank, stating that they believed the current risk to pedestrians as negligible but would investigate further. The Parish Council had reminded them that the bridge was also used by approved vehicles and the County Council had confirmed that they were aware.</p>	
<p><u>Marley Lane Bridge Blockage</u> The brook blockage, under or near the Marley Lane bridge, had been cleared. It was noted that the Parish Council were not aware which authority had resolved the issue.</p>	
<p><u>Emergency Planning Storage</u> (a) Following an application for funding, SSE had awarded Chalgrove Parish Council with a partial grant of £6510.00. A meeting of the Emergency Planning Committee will determine the location and type of container required, and the emergency products to be purchased.</p>	JM
<p><u>Multi-Agency Meeting</u> A meeting is to be arranged.</p>	JM

<p><b>197. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p> <p>(a) Following reports that the Village Hall air conditioning units had leaked, a quotation was requested for their repair. Advice was received stating that any repairs would not be a cost effect option; the units are approximately 18 years old and the R22 Refrigerant are is no longer in use. A quotation had been obtained for the replacement of all units; further quotations are to be obtained.</p>	JM
<p>(b) Correspondence had been received to remind the Parish Council that the 5 yearly periodic test and inspection (electrics) would be due before February 2019. A quotation had been obtained for the work required; further quotations are to be obtained.</p>	JM
<p>(c) Following the annual inspection of the Village Hall fire alarm control panel, it was recommended that the alarm panel be replaced as it was over the recommended life span of 10 years. A quotation had been obtained for the works required; further quotations are to be obtained.</p>	JM
<p>(d) Following the annual inspection of the emergency lighting, it was noted that work was required on 4 lights. A quotation had been obtained for the works required; further quotations are to be obtained.</p>	JM
<p>(e) Completed works: tree work on the recreation grounds, Flemming Avenue bollards, shrubbery clearance behind 24 Chibnall Close.</p>	
<p>(f) Awaiting completion: cutting of bushes at Argosy Close, bollard repair in the Village Hall car park, car park signage, Clavinova, Village Hall gutter repair, pressure washing of the gated area floor.</p>	
<p>(g) Cllr. Ziemelis had completed an assessment of all benches. Quotations are to be obtained for their repair or replacement.</p>	JM
<p>(g) Quotations required: 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>(h) On hold for further discussion: French drain for flooded footpath next to recreation ground, updated Jubilee Walk tree plaque.</p>	
<p><b>CORRESPONDENCE:</b></p>	
<p>198. Correspondence was received from Images By Hand, with details of their costs for hand drawn Parish maps. The matter is to be discussed further when setting the budget.</p>	
<p>199. A Farm Close resident wrote to thank the Parish Council for the correspondence sent to SODC regarding the development of 120 homes behind Monument Road.</p>	
<p>200. SODC had written regarding their Volunteering Grant Scheme, which was then sent to all known groups and organisations within the village.</p>	
<p>201. OCC had written to invite the Parish Council to their Highway Depot days. Cllrs. Reed and Dudley will be attending on the 6<sup>th</sup> October.</p>	RR & AD
<p>202. A Monument Road resident had reported that the salt within the salt bin on Monument Road was solid and unusable. Cllr. Reed is to request advice at the Highway Depot event.</p>	RR
<p>203. Yvonne Rees, the new OCC Chief Executive, wrote to introduce herself and discuss the future engagements of the County Council.</p>	
<p>204. Chalgrove Band wrote to request reduced Village Hall hire rates due to only having (I thought it was 10) half a dozen members. Their request was denied as they already receive reduced rates, as well as free of charge storage areas for their equipment. They are to be asked, again, to provide an inventory of their equipment.</p>	JM
<p>205. Age Concern Chalgrove Area had written to request free of charge use of the James Martin Room on Friday mornings due to the demolition and rebuilding of The Acreage, for which they do not pay a fee. More information is to be obtained regarding their use of the kitchen and timings. The matter will be discussed again at the next meeting.</p>	JM
<p>206. Oxfordshire South &amp; Vale Citizens wrote to request a donation. A donation of £40 was approved; proposed Cllr. Nabb, seconded Cllr. Ziemelis, agreed by all.</p>	

207. Be Free Young Carers wrote to request a donation. A donation of £40 was approved; proposed Cllr. Dudley, seconded Cllr. Nixey, agreed by all.	
208. Thames Travel had reported the changes made to the T1 bus service. The new timetable had been placed in the LINK.	
209. Cllrs. Pritchard and Dudley, and the Clerk, are to attend the OCC Town and Parish meeting on the 11 <sup>th</sup> October.	AP,AD & JM
210. The Parish Council had received the OCC Highway Maintenance Factsheet which is to be placed within the public domain.	JM

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

P18/S3029/HH	59-61 High Street	Single storey timber garden room NO OBJECTION
P18/S2905/FUL	The Acreage, High St	Demolition of current building, and erection of 10 flats NO OBJECTION
P18/S2187/HH	1 Mill Lane	Change of dormers and erection of outbuilding OBJECTION (with comments)
P18/S3014/HH	12 Sixpenny Lane	Side extension and boundary wall NO OBJECTION
P18/S3075/HH	3 The Springs	Single storey rear extension NO OBJECTION (with comments)
P18/S3008/HH	12 Marley Lane	Single storey and two storey extensions NO OBJECTIONS (with comments)
P18/S3087/FUL	Land at 1 Mill Lane	Erection of 2 detached dwellings OBJECTION (with comments)

**212. DECISION NOTICES FROM SODC:**

None

**213. MONTHLY POLICE REPORT:** No report provided.

**214. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner gave a report on: (a) the new online services from Thames Valley Police. (b) capital grant funding. (c) fly-tipping charges. (d) SODC's request to the Secretary of State for Housing to redefine the term 'affordable housing'. (e) the Oxford to Cambridge expressway. (f) the Local Plan timetable.

**215. REPORT FROM THE COUNTY COUNCILLOR:** No report provided.

**216. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** The monthly assessment of equipment had been undertaken by the Clerk. Most areas are satisfactory.

**ACCOUNTS:**

217. One cheque had been signed outside of meetings; 006427.

**218. ACCOUNTS SANCTIONED FOR PAYMENT:**

006427	Broxap – Cavaliers goals	£2998.80
006433	M. Burgess – financial assistance	£300.00
006434	P. Hall – groundsman	£1000.00
006435	P. Hall – groundsman	£969.60
006436	N. Kerridge – youth work	£117.00
006437	B. Murphy – youth work	£104.00
006438	C. Collins – youth work	£429.00
006439	M. Law – gate caretaking	£80.00
006440	Moore Stephens – external audit	£48.00
006441	Mayfield Press – printing	£54.00
006442	BCB – grass cutting	£216.00
006443	2121 (Abingdon) Squadron – radios	£200.00
006444	Churches Fire Security Ltd – alarm & light tests	£338.41
006445	J. Nabb – expenses	£43.88
006446	Castle Water – water supply	£108.05
006447	BT – telephone lines	£336.62
006448	TRS Cooling – air conditioning maintenance	£183.60

**ANY OTHER BUSINESS:**

219. Cllr. Ziemelis thanked the Scouts for their hard work clearing the B480 footpath. It was noted that Highways had not collected the debris and they are to be chased.

JM

220. Cllr. Turner reported that a section of the High Street brook would be cleared by SOHA before the end of the month.

221. Cllr. Turner invited all Councillors to the Children’s Centre Open Day on the 12<sup>th</sup> October.

ALL

222. Cllr. Nixey reported dog mess in the fields surrounding the recreation grounds. Despite it being private land, dog walkers were using the perimeter of the fields and not clearing the mess. Posters are to be placed in the vicinity.

JM

**DATES:**

18<sup>th</sup> October, Planning Committee Meeting, James Martin Room, 6.00pm

18<sup>th</sup> October, Allotment Committee Meeting, James Martin Room, 6.30pm

18<sup>th</sup> October, Recreation Committee Meeting, James Martin Room, 7.00pm

1<sup>st</sup> November, COIF Charities Meeting, James Martin Room, 7.00pm

1<sup>st</sup> November, Parish Council Meeting, James Martin Room, 7.30pm

The meeting closed at 9.10pm

Signed: ..... Chairman