

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 3<sup>rd</sup> October 2019.**

**Present:** Cllr. A. Pritchard, Chair  
Cllr. B. Gray  
Cllr. T. Ace  
Cllr. R. Reed  
Cllr. A. Dudley  
Cllr. A. Ziemelis  
Cllr. P. Waters

**Apologies Accepted:** Cllrs. Nabb, Turner, Nixey & Fisher

**Not present:** n/a

**Members of the public:** 1

218. The minutes of the meeting held 5<sup>th</sup> September 2019 were amended, approved and then signed by the Chairman; proposed Cllr. Reed, seconded Cllr. Gray, agreed by all.

### **PUBLIC SESSION:**

219. Mr. Matthew Knight discussed his two years research in order to make an application for the modification of the Definitive Map.

### **MATTERS ARISING:**

220. VANDALISM & ASB: (a) Reports had been made of continued issues with broken glass on the play areas, skatepark, recreation grounds, and car park. Councillors were reminded that the CCTV was still not in operation due to the requirement of a replacement hard drive. (b) A Memorial Green post had been knocked over, allegedly by those working on a nearby house. There was, however, no evidence and it was agreed by all to have the post replaced/repared by the Parish Council Groundsman.

221. PARKING ISSUES: (a) A High Street resident reported continuous issues with cars parking on a County Council footpath/verge, and blocking a private driveway. The resident had left notes on the cars, which had been ignored. The Parish Council are to seek the advice of Thames Valley Police and OCC Highways. (b) A Quartermain Road resident reported a large lorry parking overnight, blocking the footpath, and leaving the engine idling for long periods of time at approximately 5am. The resident had left notes on the lorry, which had been ignored. The Parish Council are to seek advice the advice of Thames Valley Police and OCC Highways.

222. OVERGROWN HEDGEROW – BERRICK ROAD: The overgrown hedge had still not been cut and continued to cause visibility issues for drivers. OCC Highways had clarified that the hedgerows in questions were the responsibility of the adjacent landowners. Thames Valley had been informed of the safety issues on the highway. It was agreed by all that the Chairman write to OCC Highways asking them to undertake or enforce the work as a matter of urgency.

223. MEMORIAL GARDEN: (a) It was reported that the timber had been ordered and that bench repairs would be undertaken. (b) Plaques are to be ordered for the benches.

224. 20MPH SPEED LIMIT: Following a request from a resident to reduce the speed limit to 20mph throughout the village, OCC Highways had been asked to produce a formal quotation to undertake a speed survey to determine the need for a speed reduction; they responded asking for a map showing the lengths of the road to be included in order to ascertain the number of surveys required at a cost of £200-£300 each.

225. OVERGROWN SHRUBBERY BEHIND LANGLEY ROAD: Whilst the clearance of the shrubbery is a riparian responsibility, the Parish Council had previously discussed various options and had agreed to ask the Environment Agency to undertake their brook clearance a few months early. Shaun Shackleford, EA, responded to say that the crew would start work in October.

(a) JM

(b) JM

(a) JM

(b) JM

AP & JM

(a) TA

(b) AP

JM

<p><b>226. SKATEPARK:</b>  <u>Art Competition</u> It was reported that quotations had been sought from graffiti artists to run a competition. Funding would be required.</p>	AZ
<p><u>Surface Repairs</u> Bendcrete had been chased twice for their quotation and are to be chased again.</p>	JM
<p>227. PRE-SCHOOL NURSERIES: A resident had requested that the Parish Council appeal for a pre-school nursery within the village. Whilst it had been explained that this was a private company matter, it was agreed to contact the school for their comments. There had been no response as yet.</p>	JM
<p>228. PEDESTRIAN WALKWAY THROUGH THE PUBLIC CAR PARK: The Primary School had asked whether the Parish Council could paint a clearly marked pedestrian walkway through the public car park following their health and safety audit. The Parish Council wrote to the School requesting that parents use the footpath leading from the High Street into the school playground next to the nursery building, which would require no painted walkway and keep walkers away from the car park altogether. No further action required.</p>	AP, TA, & JM
<p>229. MILL LANE ALLOTMENT SITE &amp; HORSES: Following continued animosity between allotment tenants and the adjacent landowner, all parties are to be invited to a meeting.</p>	JM
<p>230. RECREATION GROUND BRIDGE: OCC had been contacted regarding the Parish Council's continued concerns over the safety of the Recreation Ground bridge. There had been no response for many months, when they reported that they would undertake a survey, and they are to be chased again.</p>	JM
<p>231. BRIDGE WEIGHT LIMITS: In June 2018, the Parish Council had been advised that none of the bridges in Chalgrove had structural weight limits, but that two of the bridges would be assessed; #520 Town Arch on Berrick Road, and #518 Chalgrove Mill on Mill Lane. OCC had been chased for the results of this assessment.</p>	JM
<p>232. SODC PLANNING TRAINING: No one had been available to attend the training session on the 17<sup>th</sup> September.</p>	
<p>233. SSE STAKEHOLDER EVENT: No one had been available to attend the event on the 17<sup>th</sup> September.</p>	
<p>234. FOOTPATHS: (a) It was agreed by all that a full assessment of all pavements be undertaken and forwarded to OCC. (b) The HR Committee are to discuss the possibility of more hours being allocated to the Street Cleaning position.</p>	(a) JM (b) JN & JM
<p>235. MATTERS UNRESOLVED: Village Hall storage project, review of Standing Orders, Roles &amp; Responsibility workshop, Speed Indication Devices, removal of Farm Close seating structure, removal of Methodist Church signage, removal of salt bins, repair/replacement of Village Hall car park bollards, French Laurence/Chapel Lane alleyway, Icknield School Bus parking on Brinkinfield Road, Chalgrove Band equipment inventory, GDPR, dog mess poster competition, use of rat poison at the Mill Lane allotments, tennis, overhanging shrubbery at 36 Mill Lane, broken railing at the High Street, Mill Lane road sign.</p>	
<p>236. MATTERS ON HOLD: Fish &amp; Chip van noise complaint, Community Service street cleaning, Local Council award.</p>	
<p><b>237. CLIMATE CHANGE COMMITTEE:</b></p>	
<p><u>Climate Change Public Event</u> A public meeting had been held on the 20<sup>th</sup> September with a disappointing turn out of only 8 members of the public.</p>	
<p><u>Jennings Eco Day</u> Cllrs. Dudley, Fisher and Ziemelis attended the event on the 26<sup>th</sup> September.</p>	
<p><u>SODC Climate Change Committee</u> Cllrs. Waters and Ziemelis attended SODC's first climate change meeting on the 19<sup>th</sup> September.</p>	
<p><u>Steering Group</u> (a) A meeting of the steering group is to take place on the 4<sup>th</sup> October. (b) Councillors are to discuss how many Parish Council representatives are required on the steering group and the Parish Council's overall involvement.</p>	(b) ALL
<p><u>Declaration of Climate Change Emergency</u> It was agreed by all that further information was required by the steering group before a declaration could be made.</p>	
<p><b>238. VILLAGE HALL OPEN DAY:</b> (a) The open day had been a huge success with over</p>	

<p>100 members of the public in attendance to view the refurbished kitchens, toilets and flooring. (b) The winners of the Ken Batley Poetry Competition for Juniors had been announced.</p>	
<p><b>239. PROJECT ViKToR:</b> The Village Hall refurbishment project was ongoing.</p>	
<p><u>Work Still Required</u> There are still several jobs that require completion in order to finalise Phase 1; internal painting of the James Martin Room cupboards and shelving, internal painting of the entrance foyer cupboard and shelving, soap dispenser to be placed within the disabled toilet, and installation of microphones.</p>	JM
<p><u>Age Concern Cupboards</u> It had previously been agreed that Age Concern could use some of the cupboards in both kitchens for their crockery and cooking utensils. Further discussions are required in order to ascertain how these cupboards could be locked.</p>	JM
<p><u>Project Cost Breakdown</u> Further details of final costs are to be clarified.</p>	JM
<p><u>Phase 2</u> It had previously been agreed to discuss the inclusion of new/repaired suspended ceiling, new air conditioning/wall fans, new James Martin Room carpet, new tables and chairs, and general decoration. It was agreed that quotations could be sought in all areas.</p>	JM
<p><u>Hall Hire</u> A Committee meeting is required to discuss instruction manuals, hall hire terms and conditions, and hall costs for 2020.</p>	ALL
<p><b>240. PROCEDURE TO MARK THE DEATH OF A SENIOR NATIONAL FIGURE:</b></p>	
<p><u>Template Procedure</u> Chinnor Parish Council's procedure included half-mast flags, books and letters of condolence, website wording, 10 days of mourning where all activities and meetings would be cancelled, and dress code.</p>	
<p><u>Meeting</u> The Clerk is to attend a meeting on the 9<sup>th</sup> October to gather information. A draft procedure is to be distributed at the next full meeting.</p>	JM
<p><b>241. APPLICATION FOR THE MODIFICATION OF THE DEFINITIVE MAP:</b> The County Council had advised that their legal team had countersigned the report and that the modification application would now proceed to a public consultation. Chalgrove Parish Council await details of the consultation start date.</p>	
<p><b>242. CHALGROVE PUBLIC PURPOSES CHARITY (COIF):</b> There had been no trustee meeting.</p>	
<p><u>Annual Return</u> The outstanding annual returns had been submitted but still appeared to be outstanding on their website. Further queries had been made.</p>	JM
<p><u>Land Registry</u> It is the Parish Council's intention to re-register two pieces of land (Mill Lane allotments and Top Rec). It had been advised that the annual returns are completed before contacting Land Registry.</p>	JM
<p><b>243. COMMUNICATIONS COMMITTEE:</b> There had been no Committee meeting.</p>	
<p><u>Matters Discussed</u> (a) Discussions took place regarding LINK articles and the need for a meeting to discuss the next newsletter. (b) Cllr. Nabb and the Clerk are to receive a demo from Watlington Parish Council on their new website.</p>	(a) JM (b) JN & JM
<p><b>244. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove):</b></p>	
<p><u>Planning Application</u> At a meeting in May, Bovis Homes reported that they would be submitting their reserved matters planning application shortly after their public presentation in June. Since no application had been forthcoming, they had been asked for their timeline. No information had been received as yet.</p>	JM
<p><u>Marley Lane</u> The Parish Council await to hear whether Bovis Homes are to meet with residents of Marley Lane following their concerns over flooding and on-street parking.</p>	JM
<p><b>245. DEVELOPMENT – CHAL7 (east of Chalgrove):</b></p>	
<p><u>Miller Homes</u> had been asked to attend a meeting in order to update the Parish Council on their development. There had been no response and they are to be chased.</p>	JM
<p><u>Zebra Crossing</u> The Parish Council had been invited to comment on the County Council's consultation for the proposed zebra crossing at the bottom of Monument Road, for the purposes of the CHAL7 development. Following objections sent by the Parish Council and residents, these objections were presented to the OCC Cabinet for Environment and Transport at a meeting on the 12<sup>th</sup> September but the zebra crossings, as per the original proposal, were approved.</p>	

<p><b>246. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b>  <u>Local Plan</u> The SODC meetings, which should have taken place in September, had been rescheduled; Scrutiny on the 1<sup>st</sup> October, Cabinet on the 3<sup>rd</sup> October, and full Council on the 10<sup>th</sup> October. The Chairman is to attend and speak.  <u>Homes England</u> had purchased a large quantity of land surrounding the Airfield. Freedom of Information requests had been submitted by SHIELD and the Oxford Mail in order to ascertain the amount of money spent.</p>	AP
<p><b>247. FLOOD ALLEVIATION &amp; EMERGENCY PLANNING:</b>  <u>Emergency Planning Storage</u> The concrete base, to hold the emergency planning storage container, had been postponed due to the application to amend the Definitive Map which refers to land on which the container would be sited. A site meeting is to be held in order to discuss alternative locations.</p>	JM
<p><u>Multi-Agency Meeting</u> All agencies are to be invited to a meeting.</p>	JM
<p><u>Frogmore Ditch</u> A meeting had been held with an SODC representative regarding the outstanding work to clear the culvert which runs from St Mary's Church through to Frogmore, via Mr. Knight's land, and to clear the Frogmore culverts to allow the ditch water to enter the back brook during high water levels. Further details had been sent to SODC following the meeting, including details of funding which had been allocated to the project many years ago. The Parish Council await to hear whether the funds are still allocated and a timescale for work to be completed.</p>	JM
<p><u>Building Up of the Back Brook</u> Complaints had been made due to a landowner building up the bank along the back brook, which could cause flooding for those in Adeane Road. The site had been assessed by Environment Agency Enforcement Officers and the landowner was ordered to put the bank back as it was. No further action required.</p>	
<p><u>Dry Back Brook</u> Following concerns over the dry brook bed. The Environment Agency had reported that the cause was lack of rain, and that most other chalk streams were in a similar situation. No further action required.</p>	
<p><b>248. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p>	
<p><u>Works/Orders Requiring Approval:</u></p>	
<p>(a) The order and installation of microphones and a loop system, at a cost of £1739.60 ex VAT, was not approved. Specifications of equipment quoted are to be reviewed in the first instance.</p>	PW
<p>(b) Delivery of gravel, at a maximum cost of £100 ex VAT, for use surrounding the War Memorial Green was approved; proposed Cllr. Gray, seconded Cllr. Ziemelis, agreed by all.</p>	JM
<p><b>CORRESPONDENCE:</b></p>	
<p>249. SODC wrote to invite the Parish Council to their 'Bias in Decision Making' training course on the 6<sup>th</sup> or 7<sup>th</sup> of November. There were no Councillors available to attend.</p>	
<p>250. A resident wrote with his ideas to create visual enhancements within the village; painting of white railings, planting of various plants on verges, 'Welcome to Chalgrove' signage, a rockery, decorations for Remembrance Day and Christmas, and suchlike. It was agreed by all that the Parish Council did not have the time or budget to undertake the extra work, but would support a village organisation who wanted to discuss the matter further.</p>	
<p>251. Sonning Common Parish Council wrote to ask that the Parish Council support their motion to delegate enforcement of local parking restrictions to Parish Councils. Chalgrove Parish Council noted that parking restrictions were a Police matter and agreed not to support the motion.</p>	
<p>252. Chalgrove Scouts asked the Parish Council to revisit the Scout's request to store a container in the Village Hall car parking. The area is to be measured up and/or alternative locations are to be sought.</p>	JM
<p>253. Community First Oxfordshire invited the Parish Council to their Village Halls meetings on the 10<sup>th</sup> October. There were no Councillors available to attend.</p>	

**254. PLANS** (Parish Council decision only):  
P19/S2910/HH 25 French Laurence Way

Side & rear extensions.  
FULLY SUPPORTS

*Cllr. Ziemelis declared an interest, left the room, and did not partake in any decision making for the above application.*

**255. DECISION NOTICES FROM SODC:**

None

**256. POLICE REPORT:** No report received.

**257. REPORT FROM THE DISTRICT COUNCILLOR:** A report had not been received from Cllr. Turner.

**258. REPORT FROM THE COUNTY COUNCILLOR:** A report had not been received from Cllr. Harrod.

**259. REPORT FROM THE PLAY AREA INSPECTION OFFICERS:** The monthly assessment of equipment had been undertaken and is to be discussed in more detail by the Recreation Committee.

**ACCOUNTS:**

260. Three cheques had been signed outside of meetings; 006714 - 006716

**261. ACCOUNTS SANCTIONED FOR PAYMENT:**

006714	Shape Up Developments – Project ViKToR	£35816.70
006715	EPS Oxford Ltd – Project ViKToR	£3554.09
006716	MK Watts – grass cutting	£936.00
006721	Countryside Est. Services – groundsman & cleaning	£3052.10
006722	Countryside Est. Services – groundsman & cleaning	£28.00
006723	K. Burgess – financial assistance	£121.00
006724	C. Collins – youth work	£117.00
006725	N. Kerridge – youth work	£156.00
006726	B. Murphy – youth work	£143.00
006727	M. Law – gate caretaking	£100.00
006728	Moore Ltd – external audit	£528.00
006729	Viking – office & cleaning supplies	£310.89
006730	Fitzgerald – boiler repair	£50.00
006731	M. Miller – Village Hall sign refurbishment	£95.00
006732	SSE – electricity supply	£802.71
006733	Castle Water – water supply	£102.77
006734	BT – telephone lines	£217.59
006735	Oxfordshire Assoc. Blind – donation	£30.00
006736	Watlington Parish Council – COMET bus subsidy	£508.00
006737	H. Ace – Memorial Garden expenses	£43.60

**ANY OTHER BUSINESS:**

262. Cllr. Gray was congratulated on his 50 year anniversary as Parish Councillor.

The meeting closed at 9.44pm

Signed: ..... Chairman