

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 3<sup>rd</sup> September 2020**, via video call.

**Present:** Cllr. A. Pritchard, Chair  
Cllr. D. Turner, also Dist. Cllr.  
Cllr. T. Ace  
Cllr. R. Reed  
Cllr. A. Dudley  
Cllr. A. Ziemelis  
Cllr. D. Fisher

**Apologies Accepted:** Cllrs. Waters, Gray, and Nabb

**Not present:** Cllr. C. Nixey

**Members of the public:** n/a

55. The minutes of the meeting held 6<sup>th</sup> August 2020 were approved and then signed by the Chairman; proposed Cllr. Fisher, seconded Cllr. Ace, agreed by all.

**56. PUBLIC SESSION:** None

**57. COVID-19 PANDEMIC:**

Volunteers Scheme

(a) It was reported that, as at the 1<sup>st</sup> September, the Parish Council had received 551 separate requests for assistance during the Covid-19 period and that the Volunteer Hub contained approximately 40 volunteers.

(b) Shielding had come to an end on the 1<sup>st</sup> August but the Hub continues to support the most vulnerable residents and will remain operational over the winter period.

(c) Following the winter period the Covid Volunteer Hub will be re-categorised as a more general Chalgrove Community Volunteer Hub, and members of the public will be invited to join a Committee to assist in the running of the Hub.

(d) A handful of food parcels had been created and delivered to those in need.

(c) JM

Communication

(a) Discussions are to take place with the Communications Committee regarding the next newsletter which will include details of what the Parish Council have done over Covid, the continuation of the Covid Volunteer Hub over the winter period, a thank you to all volunteers, Crookston Shield 2020, and information on the Village Hall.

(a) JM

Virtual Meetings

NALC and SLCC continue to strongly advise local councils to continue to meet remotely, without the need for face-to-face contact.

Parish Council Office

NALC continue to advise Clerks to work from home, however the Clerk requested a phased return to the office for herself and the Financial Assistant. It was agreed by all that a phased return to the office may commence from the 21<sup>st</sup> September subject to a deep clean having taken place, employees only being in the office during the Financial Assistant's working hours with the Clerk continuing to work from home outside these hours, and no public or Councillors to enter the office unless absolutely necessary.

JM

Play Areas / MUGA / Skatepark

(a) Safety signage had occasionally been ripped off the play areas, needing replacement.

(b) There had been no reports of social distancing breaches in any of the outdoor facilities.

(a) JM

Village Hall

Matters relating to the Village Hall were discussed within Minute Reference 58.

Youth Club

Risk assessments are to be undertaken and the results communicated to the Youth Workers, volunteers and young people.

JM

Furlough Fraud

HMRC had notified all Councils that investigations would take place on those that had not claimed the Job Retention Grant properly. It was clarified that Chalgrove Parish Council had not made any applications, as precepting organisations should not enter the furlough

<p>scheme, and therefore were exempt from any form of investigation.</p> <p><u>Funding</u></p> <p>(a) It was reported that an SODC Business Grant application had been successful and that the Parish Council had been awarded £10,000. Thanks were given to the Clerk for processing the application.</p> <p>(b) Further funding opportunities were available and applications are to be made.</p> <p><b>58. VILLAGE HALL COMMITTEE:</b></p> <p>(a) A Village Hall Committee meeting had been held online on the 13<sup>th</sup> August. The minutes of the meeting can be found at <b>Appendix A</b>.</p> <p>(b) A Village Hall Committee meeting had been held online on the 27<sup>th</sup> August. The minutes of the meeting can be found at <b>Appendix B</b>.</p> <p><b>59. FINANCE COMMITTEE:</b></p> <p>It was reported that the 2019/2020 accounts and audit paperwork had been successfully sent to the external auditor.</p> <p><b>60. RECREATION COMMITTEE:</b></p> <p><u>Cavaliers FC</u></p> <p>(a) Following an inspection of the Sports Pavilion, the Cavaliers had been asked to tidy away equipment so that a Covid-clean could take place; the Cavaliers had done so and the Covid-clean will be undertaken by the newly appointed Village Hall cleaner.</p> <p>(b) There had been no further information from the Cavaliers regarding how they intend to install the groundsockets without them causing a trip hazard.</p> <p>(c) Rabbit holes had caused health and safety issues for younger football players on Janes Meadow. Permission was requested for the team to play on the main Recreation Ground and to store their goals next to the Pavilion; permission was granted, agreed by all.</p> <p><u>Jubilee Walk</u></p> <p>(a) It had been previously noted that two trees are required to replace tree numbers 7 and 16 which had been damaged.</p> <p>(b) Quotations for replacement trees had been received, and further quotations were required to include tree guards.</p> <p><u>Equipment</u></p> <p>(a) Both Playsafety Ltd (ROSPA) and Playdale Ltd had completed assessments of all recreational equipment. Assessments of the reported are to be undertaken by the Recreation Committee.</p> <p>(b) Playdale Ltd had provided a quotation for repairs required, totalling £1736.85 ex VAT. Assessments are to be made by the Recreation Committee.</p> <p><b>61. CROOKSTON SHIELD 2020</b></p> <p>(a) Councillors assessed the nominations for the 2020 Crookston Shield: Chalgrove LINK Magazine, Bev Battista (Posies), Raymond and Suzanne Sexton (Red Lion PH), Brook Surgery, Steve and Caz Bowen, Nick Shaw (Crown PH), Neil Topping (Chalgrove Walking Football Team, and Jo Murphy (Chalgrove Parish Council Clerk).</p> <p>(b) The Crookston Shield, and cheque for £50, was awarded to Jo Murphy, Parish Clerk, who throughout lockdown went above and beyond her job as Parish Clerk, setting up and running the Covid Volunteer Hub, coordinating the volunteers for those that needed help, and communicating clearly with the village at all times; proposed Cllr. Reed, seconded Cllr. Pritchard, agreed by all. The Clerk noted that she will be donating the cheque to Chalgrove Cricket Club.</p> <p><b>62. SODC LOCAL PLAN / AIRFIELD DEVELOPMENT:</b></p> <p><u>Examination in Public (EiP)</u></p> <p>Hearing sessions closed on the 7<sup>th</sup> August, and it was noted that the Inspector's preliminary findings could be found on the SODC website.</p> <p><u>Airfield Site Planning Application</u></p> <p>(a) The Parish Council's formal objection had been submitted to SODC.</p> <p>(b) The Chalgrove NDP formal objection had been submitted to SODC.</p> <p><b>63. APPLICATION TO MODIFY THE DEFINITIVE MAP</b></p> <p>(a) It was noted that Chalgrove Parish Council await an update from the County Council</p>	<p>(b) JM</p> <p>(a) JM</p> <p>(b) TA &amp; JM</p> <p>(a) TA &amp; JM</p> <p>(b) TA &amp; JM</p>
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with regards to the proposed Restricted Byway over a part of the Recreation Ground. (b) The initial applicant for the modification, Mr. M. Knight, had written to request clarification on why plans for the emergency storage container had been delayed. It was explained that the Parish Council await the result of the Definitive Map Modification before putting the container in place. Mr Knight wrote again stating that (i) it would be unlawful to place a container on the Recreation Ground due to Section 29 of the Commons Act 1876, and Section 12 of the Inclosure Act 1857, and (ii) that the bollards, Village Hall and car parks could be deemed as unlawful. Further discussions are to take place with the County Council and SODC Planning Office to confirm that previous permissions on all areas are indeed accurate.	JM
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**64. PLANS** (Parish Council decision only):

P20/S2518/HH                      57 Brinkinfield Road    Extension of drop kerb  
NO OBJECTIONS

**65. REPORT FROM THE DISTRICT COUNCILLOR:**

Cllr. Turner reported on the Examination in Public, the Airfield Planning Application, Emergency Assistance grant funding, Business Grants, the new website, scam emails, Oxfordshire’s Investment Plan, Thame’s new home exhibition, and mobile Covid testing units.

**ACCOUNTS:**

66. There had been no cheques signed outside of meetings.

67. A donation of £1400 to St Mary’s PCC, towards the upkeep of the churchyard, was approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all. *Cllr. Turner declared an interest and took no part in the discussion or approval due to being a member of the PCC.*

**68. ACCOUNTS SANCTIONED FOR PAYMENT:**

006923	Countryside Est. Services – groundsman	£1400.46
006924	M. Law – gate caretaker	£80.00
006925	R. Murphy – litter picking	£276.83
006926	K. Burgess – financial assistance	£121.00
006927	T. Fisher – internal audit	£125.00
006928	TLGO – grass cutting	£360.00
006929	Playsafety Ltd – ROSPA report	£261.00
006930	Sage (UK) Ltd – payroll software	£234.00
006931	Playdale Ltd – equipment assessment	£234.00
006932	TalkTalk Business – web hosting	£96.28
006933	Castle Water – water supply	£333.82
006934	St Mary’s PCC – donation	£1400.00

**ANY OTHER BUSINESS:**

69. (a) There had been further complaints regarding the parking of cars on the highway outside 41-51 High Street, following the residents being unable to park on the pavement and verge outside 55-57 High Street. OCC, SOHA and the Police had been chased for comments. (b) Cllr. Turner noted that the residents had been fined for parking on the pavement and verge, which the Parish Council felt was unfair due to the lack of warning.

70. SODC’s Deep Clean team were reported to be in the Village and had worked on Mill Lane and the High Street.

71. A resident had written to pass on her thanks to the Parish Council Groundsman for the grass cutting undertaken in the Memorial Garden. Thanks had been passed on to Mr. P. Hall.

72. Cllr. Turner had reported that the dog mess bin outside the Crown PH was inaccessible due to overgrown hedgerows. The County Council and Crown PH had been asked to cut back the shrubbery.

73. A complaint had been received regarding the noise and frequency of shooting undertaken by the Chalgrove Shooting Club. The club’s permissions are to be checked.

74. Thames Travel had amended the 11 bus timetable with an improved Saturday service, and a new Sunday service.

75. Discussions took place regarding the 10 week closure of the B480 between Chalgrove and Cuxham.

(a) JM

JM

JM

76. Cllr. Turner reported that SOHA had cleared their section of the High Street brook.	JM
77. Cllr. Ace reported an overgrown holly bush in Coles Lane, and the resident is to be asked to cut it back.	
78. Cllr. Turner reported that a resident of Poplar Farm Road was concerned that the vegetation within the overgrown footpath adjacent to his property was damaging his garage. It was noted that this was an issue which had regularly been reported to OCC, and they are to be chased for action.	JM

**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><b>79. HR COMMITTEE:</b> There had been no Committee meeting.</p> <p><u>Village Hall Cleaner Vacancy</u> Councillors assessed and discussed the applications, and all applicants are to be invited to an interview. <i>Cllr. Ziemelis declared an interest, left the meeting, and took no part in the discussion or decision due to her connection with one of the applicants.</i></p> <p><u>Litter Picking &amp; Bin Management Vacancy</u> Councillors assessed and discussed the applications, and all applicants are to be invited to an interview.</p> <p><u>Interview Panel</u> It was agreed by all that the interview panel would be made up of Cllrs. Pritchard, Waters and Nabb and that they had delegated powers to recruit applicants following the interviews.</p>	AP, PW, JN
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**Inclusion of the public:** *The public were no longer excluded.*

The meeting closed at 8.23pm

Signed: ..... Chairman

**CHALGROVE PARISH COUNCIL**

**Village Hall Committee Meeting – 13<sup>th</sup> August 2020**

**Present:** Cllr. A. Ziemelis, Chair                      Cllr. J. Nabb  
                 Cllr. A. Pritchard                              Cllr. A. Dudley  
                 Cllr. T. Ace    Cllr. D. Fisher

**Apologies Accepted:** Cllr. Waters, Gray, Reed, Turner

**Not present:** Cllr. Nixey

1 . The Clerk presented her proposal to re-open Chalgrove Village Hall following the Covid closure:	JM
(a) Hall to re-open at the beginning of September	JM
(b) Social distancing and hand washing signage to be placed throughout the facility	JM
(c) 2M distance markers in the car park and entrance hall	JM
(d) Sanitiser available at entry and exit doors throughout the facility	JM
(e) Wipes/spray/cloths to be provided to hirers for cleaning of handles/switches/equipment before, during, and after use	JM
(f) James Martin Room to be used in an emergency only	JM
(g) Kitchen to be used by Age Concern only	PW,AZ,JM
(h) Risk Assessment to be completed	JM
(i) Maximum capacity numbers to be assessed for each organisation/group	
It was agreed by all to proceed with the actions above, with a formal decision to be made at a Village Hall Committee meeting on Thursday 27 <sup>th</sup> August.	JM
2. The Conditions of Hire and Hirer Risk Assessment were approved by all.	JM
3. The budget for signage and Covid related equipment* was discussed and an amount of £600 was approved; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all. * to include, but not limited to, distance signage, handwashing signage, sanitiser, sanitiser dispenser, distance marking tape, gloves, aprons, Covid-clean equipment, wipes/cloths, PPE emergency box, welcome back signage and printed T&Cs.	

**CHALGROVE PARISH COUNCIL**

**Village Hall Committee Meeting – 27<sup>th</sup> August 2020**

**Present:** Cllr. A. Ziemelis, Chair                      Cllr. T. Ace  
                 Cllr. A. Pritchard                                      Cllr. J. Nabb  
                 Cllr. P. Water    Cllr. A. Dudley  
                 Cllr. B. Gray    Cllr. D. Fisher  
                 Cllr. R. Reed

**Apologies Accepted:** Cllr. Turner

**Not present:** Cllr. Nixey

<p>1 . The Clerk re-presented her proposal to re-open Chalgrove Village Hall following the Covid closure:</p> <p>(a) Hall to re-open on Monday 7<sup>th</sup> September 2020</p> <p>(b) The following will be completed before the re-opening:</p> <ul style="list-style-type: none"><li>- all safety, distance, and hand washing signage will wipeable and in place</li><li>- the Covid-clean will be undertaken by A-Z Contracts at a cost of £15 per hour, with an estimated 20 hours cleaning time</li><li>- sanitisation stations will be in place</li></ul> <p>(c) Risk assessments had been completed by the Clerk on all regular organisations/groups, which resulted in the following maximum capacity numbers:</p> <ul style="list-style-type: none"><li>- Table Tennis Groups, maximum capacity of 12 (6 playing, 6 waiting)</li><li>- Yoga, maximum capacity of 19 (18 attendees, 1 instructor)</li><li>- Taekwondo, maximum capacity of 14 (12 attendees, 2 instructors)</li><li>- Pilates, maximum capacity of 19 (18 attendees, 1 instructor)</li><li>- Zumba, maximum capacity of 13 (12 attendees, 1 instructor)</li><li>- Age Concern, not yet assessed as the group is unable to return to the Hall at this time</li><li>- Scouts, not yet assessed as the group is unable to return to the Hall at this time</li><li>- Chalgrove Band, not yet assessed as the group is unable to return to the Hall at this time</li></ul> <p>(d) The Village Hall Risk Assessment had been completed by the Clerk, and Cllrs. Ziemelis and Waters on the 22<sup>nd</sup> August 2020.</p> <p>Based on the above information, it was unanimously agreed that the Hall would re-open on the 7<sup>th</sup> September.</p> <p>2. It was noted that a steam cleaner would be more hygienic and faster at cleaning the Hall floor. Further information is to be obtained.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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