

CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Village Hall, Recreation Ground, at 7.30pm, **Thursday 7th September 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. C. Nixey

Apologies Accepted: Cllr. Ziemelis

Not present: n/a

Members of the public: 0

148. The minutes of the meeting held 6th July 2017 were amended, approved and then signed by the Chairman; proposed Cllr. Dudley, seconded Cllr. Nabb, agreed by all.

149. The minutes of the meeting held 3rd August 2017 were amended, approved and then signed by the Chairman; proposed Cllr. Reed, seconded Cllr. Gray, agreed by all.

<p>PUBLIC SESSION None.</p> <p>MATTERS ARISING:</p> <p>150. COUNCILLOR VACANCY: Following the previous co-option campaign, where there were no applicants, a further co-option campaign had been launched. It was noted that details of the vacancy had not been placed in the September LINK as requested and a further request is to be made for inclusion in the October LINK with a deadline for applications on the 20th October.</p> <p>151. DOG MESS: (a) There had been much discussion around the village and in Youth Club regarding Cleaner Chalgrove’s Pink Poo Project. (b) New dog bins are required on the recreation ground – one on the top rec, and one by the bench at the back of Chibnall Close – and discussions surrounding cost took place within Works & Orders. (c) A Councillor gave details of a dog walker who regularly didn’t pick up dog mess on the recreation ground. CCTV is to be checked and the matter passed to Thames Valley Police.</p> <p>152. SPEEDING: (a) The SID team will be using the device between 18th September and 2nd October, and 6th November and 12th November. (b) Details for a new volunteer were given to the SID team. (c) A LINK article is to be drafted to show the results of the SID usage. (d) Cllr. Turner is to continue obtaining information on a mobile speed checker.</p> <p>153. VANDALISM & ASB: Various acts of anti-social behaviour had been made by a group of young people; glass breaking, excessive bad language, knocking on doors and running away, and suchlike. The young people had been identified by several witnesses and letters had been sent to the parents. All information is to be passed to Thames Valley Police if the problems persist.</p> <p>154. CHALGROVE & WATLINGTON’S CHILDREN’S CENTRE: (a) The Parish Council had previously agreed to a donation of £5000. Cllrs. Pritchard and Turner met with Lucie Noble, Centre Co-ordinator, and Maria Berrell, Playworker, to look around the Children’s Centre and hand over the donation cheque. (b) A LINK article is to be drafted.</p> <p>155. ABANDONED CAR – BRINKINFIELD ROAD: It was reported that the abandoned car had been moved.</p> <p>156. THAMES IN BLOOM 2018: There had been no responses from High Street businesses regarding their interest in the 2018 Thames In Bloom. No further action required.</p> <p>157. SODC GO ACTIVE THINKING PANEL: Due to the wrong date being printed, Cllr. Pritchard and the Clerk missed the meeting, but are to attend the next meeting towards the</p>	<p>JM</p> <p>(c) JM</p> <p>(c) JM (d) DT</p> <p>(b) JM</p> <p>AP & JM</p>
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<p>end of the year.</p> <p>158. OVERHANGING SHRUBBERY: (a) Cllr. Ace and the groundsman are to assess the overhanging shrubbery at 36 Mill Lane, due to it causing an issue for drivers going across the bridge, and the residents denying responsibility for the land which the shrub is growing on. Keith Stenning, OCC, is to be asked who the land belongs to. (b) Councillors were reminded to report overhanging shrubbery, and potholes etc, to the Parish Office. There is no need for such matters to be discussed within a Council meeting unless action had not been taken by the resident.</p> <p>159. CHARITIES TRUSTEES: Cllr. Reed is to schedule a meeting.</p> <p>160. CHALGROVE BATTLE GROUP NOTICE BOARDS: The Parish Council had been awaiting further details of the Battle Group's intentions to erect notice boards. No information had been received, and therefore the matter is to be taken off the minutes within Matters Unresolved.</p> <p>161. CHAPEL LANE ALLEYWAY SHRUBBERY RESPONSIBILITIES: Keith Stenning, OCC Area Steward, had been contacted for the relevant information. No response as yet.</p> <p>162. LIGHT AIRCRAFT FLYING: Cllrs. Nabb and Ace had been offered the opportunity to go up in the light aircraft, and the Parish Council await suggested dates from the pilot.</p> <p>163. JENNINGS SUMMER BBQ: Cllrs. Turner and Gray had attended the Jennings Summer BBQ on the 16th August.</p> <p>164. SCOUTS AGM: Apologies had been given for the Scout's AGM on the 20th July due to Parish Council meetings being held at the same time.</p> <p>165. FARM CLOSE MEETING: Cllr. Pritchard had held an informal meeting with Farm Close, Chiltern Close, and Monument Road residents to discuss the CHAL7 planning appeal.</p> <p>166. THE ACREAGE: A meeting had been requested with SOHA to discuss the future of The Acreage following concerns from the tenants. SOHA had responded to say that they will meet with the Parish Council after their board meeting in September, and Cllr. Turner had responded to insist that they meet with the Parish Council beforehand as part of their consultation with the public. No response as yet.</p> <p>167. COMMUNITY ASSETS: Queries were made regarding the progress of the Community Asset applications. It was reported that, due to the response from owners of other amenities, the Parish Council would only be sending applications for the Village Hall complex, recreation grounds, Mill Lane allotments, Bypass allotments, and the cricket pitch.</p> <p>168. FUTURE OF THE POST OFFICE: It was agreed that the future of the Post Office was no longer threatened and the matter is to be taken off the minutes within Matters Unresolved.</p> <p>169. PARKING OUTSIDE THE POST OFFICE: There had been no further complaints regarding parked cars outside the Post Office, and it was agreed that the matter be taken off the minutes within Matters Unresolved.</p> <p>170. MATTERS UNRESOLVED: Application to modify the Definitive Map, broken railing at the High Street, land Registry (Mill Lane allotments & recreation areas), stable planning permissions at Mill Lane, tennis, Laurel hedging at the war memorial.</p> <p>171. MATTERS ON HOLD: Community Service street cleaning, Local Council award.</p> <p>172. FINANCE COMMITTEE: No Committee meetings had been held.</p> <p><u>Budget Review</u> Councillors were supplied with a report showing the expenditure versus budget for April to September 2017.</p> <p><u>External Audit</u> BDO had written with queries regarding the Annual Return. (a) "The supporting information did not include confirmation of the date the inspection period commenced" – The date was confirmed and issued to BDO. (b) "There is a negative balance in box 6 due to legal fees recovery. Recovery of legal fees should be reclassified in box 3 as other receipts" – The Annual Return was amended as per BDO's instruction, and signed by the Chairman and Clerk.</p> <p>173. VILLAGE HALL COMMITTEE: No Committee meeting had been held.</p> <p><u>SODC Funding</u> When applying for grant funding from SODC, it was agreed that Cllr. Angie</p>	<p>(a) JM (b) ALL</p> <p>RR</p> <p>JM</p>
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<p>Ziemelis, Cllr. Ann Pritchard, and the Clerk Jo Murphy, would act as signatories; proposed Cllr. Dudley, seconded Cllr. Reed, agreed by all.</p> <p>174. RECREATION COMMITTEE: A Committee meeting had taken place on the 20th July and minutes are available from the Parish Office.</p> <p><u>Election of Committee Chairman</u> Cllr. Tony Ace was unanimously re-elected as Committee Chairman; proposed Cllr. Gray, seconded Cllr. Reed, agreed by all.</p> <p><u>Cavaliers FC</u> (a) Mr. Bob Later reported that the Cavaliers FC had met with Oxfordshire FA in June to discuss any works that had taken place since their previous visit; the Oxfordshire FA were disappointed to see that the 'top rec' was not fit for purpose and suggested that the area be verti-drained to decompact the ground. It was reported that Oxfordshire FA would pay 50% of the expected £800 cost, with the Cavaliers paying the balance. The Parish Council suggested that they undertake the work twice per year. (b) Oxfordshire FA recommended grass cutting at 35-40mm. Queries are to be made regarding the current grass cutting length. (c) It was requested that the Cavaliers FC move the Janes Meadow pitch further away from the Jubilee Walk tree line. It was agreed by Mr. Larter that they would do this.</p> <p><u>Fertilising</u> It was reported that the fertilising work had been done on Janes Meadow and the 'top rec' at the beginning of July.</p> <p><u>Grass Cutting</u> It was agreed by all to put the recreation grass cutting contract out for tender.</p> <p><u>Trees</u> (a) Cllr. Ace is to meet with the groundsman as soon as possible to discuss work required to the trees. (b) It was noted that the two broken Jubilee Walk trees had sprouted and may not need replacing.</p> <p><u>Mr. Bob Larter</u> It was with regret that the Parish Council were informed that Mr. Bob Larter, Chairman of the Cavaliers FC and founder of the Chalgrove Walking Football teams, had passed away.</p> <p>175. YOUTH CLUB COMMITTEE: No Committee meeting had been held.</p> <p><u>Youth Club Fun Day</u> Chalgrove Youth Club held a Fun Day on Saturday 2nd September. Approximately 50 young people attended and a great time was had by all. Thanks were given to the Clerk for her assistance in running the event.</p> <p>176. COMMUNICATIONS COMMITTEE: No Committee meeting had been held.</p> <p><u>Articles</u> It was agreed that articles would be drafted and submitted for the Youth Club Fun Day, the Local Plan timetable, the C&WCC donation, and the SID team.</p> <p>177. FLOOD ALLEVIATION & EMERGENCY PLANNING:</p> <p><u>Emergency Plan Drop-In Event</u> An Emergency Plan drop-in event had been held on the 15th July and, whilst attendance was very low, those who did attend made suggestions of those who could do certain streets. The Emergency Plan is to be updated and re-distributed.</p> <p><u>Multi-Agency Meeting</u> It is hoped that the next meeting take place in October.</p> <p><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, in order to undertake their feasibility study which will enable them to suggest flood alleviation measures that could be undertaken within Chalgrove. Their request was granted. The Environment Agency still await the granting of intellectual rights for the reports commissioned by the residents of Mill Lane.</p> <p><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.</p> <p>178. NEIGHBOURHOOD DEVELOPMENT PLAN: Cllr. Nabb reported on the work undertaken by the Committee. (a) All documents relating to the NDP had been sent to a consultant for a 'health check' and the Committee hope to have a response within the next few weeks. (b) Developers of CHAL1/10/11 (west of Chalgrove) wrote to SODC to ask permission to start development 2 years after Sec106 monies had been agreed; Chalgrove NDP agreed with their proposal. (c) An otter had been filmed within the Chalgrove brook and evidence is to be sent to the Planning Inspectorate as further evidence in the Parish Council's</p>	<p>(b) JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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<p>objection to the CHAL7 (east of Chalgrove) planning appeal.</p> <p>179. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD: HCA (a) The Parish Council had attended a meeting with HCA, alongside members of SHIELD, on the 21st July. HCA provided an update on the restructure of their staff and introduced the new contacts. They reported that discussions were ongoing with Martin Baker Ltd and that they anticipated a positive outcome. Whilst queries were made regarding the viability of the site without an agreement with Martin Baker, HCA could not give any further details due to the sensitive commercial nature of the negotiations. HCA noted that they plan to submit outline planning permission before the end of the year, and community engagement will take place prior to this.</p> <p><u>Local Plan Timetable</u> Cllr. Turner spoke of the scheduled SODC meetings to approve the Local Plan. Representatives of the Parish Council are to attend the Scrutiny Committee meeting on the 13th September, the Cabinet meeting on the 21st September, and the Full Council meeting on the 28th September, in order to continue the objection to Chalgrove Airfield's inclusion within the Local Plan.</p> <p>180. WORKS & ORDERS: Discussions took place regarding the works and orders.</p> <p><u>Completed</u> Fertilising of Janes Meadow and the upper half of the Top Rec, repairs to the CCTV recording unit.</p> <p><u>Awaiting Completion</u> Repairs to the Village Hall roof.</p> <p><u>Awaiting Approval</u></p> <p>(a) Two dog bins and associated installation, at a cost of £376.00 ex VAT, was approved; proposed Cllr. Nabb, seconded Cllr. Ace, agreed by all.</p> <p>(b) Extra tree work, at a cost of £375.00, was not approved. Cllr. Ace is to meet with the groundsman initially to clarify what work is required.</p> <p>(c) The cost of the Village Hall kitchen and toilet refurbishment, at approximately £60,000, is to be discussed further by the Village Hall Committee.</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>181. <u>A Mill Lane resident wrote with concerns over car parking</u> on the grass verge at the Mill Lane and Flemming Avenue junction. Details had been sent to Keith Stenning, OCC, and Steve Harrod, County Councillor, noting concerns that the land will become unsightly, that the groundsman will be unable to maintain the land due to parked cars, that if the residents are using the land without permission there may be a danger that in time they will be able to argue a right of use based upon precedent, and noting that the residents have installed gates leading from the back of their properties onto the land. The Parish Council await a response.</p> <p>182. <u>SODC wrote with details of their consultation</u> on the Revised Draft Section 106 Planning Obligations, Supplementary Planning Document (SPD) and Community Infrastructure Levy (CIL) Regulation 123 List. Consultation documents can be found on the SODC website, and they are inviting comments for a 6 week period until 5pm on the 11th October.</p> <p>183. <u>Be Free Young Carers (formally South & Vale Young Carers) wrote</u> to request a donation to support their work. A donation of £40 was approved; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by all.</p> <p>184. <u>SODCs Waste Team wrote with details of the Deep Clean</u> which will take place in September.</p> <p>185. <u>Home-Start wrote to request a donation.</u> It was agreed by all that a donation could not</p>	<p>JM</p> <p>AP, JN, DT</p>
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be approved at this time.

186. The Soldiers of Oxfordshire Museum wrote to request a donation. It was agreed by all that a donation could not be approved at this time.

187. The Pensions Regulator wrote to confirm that Chalgrove Parish Council had completed a declaration of compliance with the Pension Regulator under the Pensions Act 2008.

188. Guideposts wrote to request a donation. It was agreed by all that a donation could not be approved at this time.

189. SODC wrote with details of the Independent Remuneration Panel's report concerning parish allowances.

190. OCC wrote regarding the changes to charges made for bulk household waste. The existing DIY 1,2,3 scheme, which has been in place for 15 years, is to be replaced by a small fixed fee per item.

191. Lendrums Fair had written to remind the Parish Council of their arrival on Sunday 3rd September for one week.

192. Thames Valley Police wrote to request whether the Parish Council would be interested in participating in a 'Day of Action' whereby the Police Neighbourhood Teams go out door knocking and handing out crime prevention packs. The Parish Council responded with their interest and await suggested dates.

193. Clean Slate wrote to request a donation. It was agreed by all that a donation could not be approved at this time.

194. PLANS (Parish Council decision only):

P17/S3053/O	Warpsgrove Lane	The erection of 230 new dwellings OBJECTION with comments
P17/S1994/HH	48 Fairfax Road	Single storey extension to front of property OBJECTION with comments
P17/S2699/HH	1 Mill Lane	Two storey side extension APPROVED

195. DECISION NOTICES FROM SODC:

None

196. MONTHLY POLICE REPORT: None

197. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner provided a report which commented on (a) modern slavery, (b) new waste and recycling trucks, (c) Oxfordshire infrastructure strategy, (d) the Housing Team award and (e) the Local Plan timetable.

198. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Harrod provided a report which commented on (a) key points informing how Oxfordshire grows and develops in the coming years, (b) congratulations and support for young people after their exams, (c) changes to daytime social care support, (d) updates on the housing waste recycling centres and (e) housing in Didcot.

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

ACCOUNTS:

200. The Bank of Ireland had written to report that following a business decision to no longer carry out Business Banking in Great Britain, they would need to close the Parish Council account and transfer the funds. It was agreed by all that the monies would be transferred to the Parish Council Lloyds bank account; proposed Cllr. Pritchard, seconded Cllr. Batley, agreed by all. Instructions for payment were signed by Cllrs. Pritchard and Batley.

201. Two cheques had been signed outside of meetings; 006144 - 006145

202. ACCOUNTS SANCTIONED FOR PAYMENT:

006144	SAGE UK – Sage 50 accounts	£913.20
006145	Funtime – Youth Club fun day activities	£880.00
006152	AssistUK – financial assistance	£198.00
006153	M. Law – gare caretaking	£100.00

006154	N. Kerridge – youth work	£507.00
006155	B. Murphy – youth work	£130.00
006156	P. Hall – groundsman	£1000.00
006157	P. Hall – groundsman	£776.19
006158	SODC – dog bin emptying	£188.38
006159	BCB – grass cutting	£375.70
006160	TalkTalk Business – web hosting	£20.40
006161	Viking – office supplies	£59.48
006162	Yorkshire Gas & Power – gas supply	£277.00
006163	ROSPA – play area inspection report	£180.60
006164	Water Resource Assoc – NDP consultancy works	£600.00
006165	B. Wilson – plumbing & play area repairs	£124.00
006166	1 st Chalgrove Scouts – donation	£400.00
006167	J. Nabb – NDP website expenses	£19.12
006168	RPC Locksmith – Youth Centre door repairs	60.00

ANY OTHER BUSINESS:	
203. Cllr. Pritchard spoke of the slow broadband speeds within the Parish Office and Village Hall. Advice is to be taken.	JM
204. Cllr. Reed queried who had cut back the vegetation at the bifurcation. Enquiries are to be made.	JM
205. Cllr. Reed reported a day burning street light on the High Street.	JM
206. Cllr. Turner reported that a resident’s van had been scratched due to overhanging trees when driving from the Bypass towards the surgery. OCC are to be informed.	JM
207. It was noted that the bus stops did not all contain a bus timetable. Thames Travel are to be contacted.	DT

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.*

208. HR COMMITTEE:	
<u>Street Cleaner</u> Mr. Phill Hall had been contracted as Street Cleaner. A budget of £200 for necessary equipment was approved; proposed Cllr. Pritchard, seconded Cllr. Nabb, agreed by all.	
<u>Village Hall Cleaning</u> Discussions were held.	JM
<u>Financial Assistant</u> Discussions were held.	JN

Inclusion of the public: *The public were no longer excluded.*

DATES:
12th September – Youth Club Committee – 6pm, Youth Centre
21st September – Planning Committee – 6.45pm, James Martin Room
21st September – HR Committee – 7pm, James Martin Room
5th October – Parish Council Meeting – 7.30pm, James Martin Room
The meeting closed at 9.23

Signed: Chairman