

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 5<sup>th</sup> September 2019.**

**Present:** Cllr. A. Pritchard, Chair  
Cllr. B. Gray  
Cllr. T. Ace  
Cllr. R. Reed  
Cllr. A. Dudley  
Cllr. C. Nixey  
Cllr. D. Fisher

**Apologies Accepted:** Cllrs. Nabb, Turner, Ziemelis & Waters

**Not present:** n/a

**Members of the public:** 1

156. The minutes of the meeting held 4<sup>th</sup> July 2019 were approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Fisher, agreed by all.

157. The minutes of the meeting held 1<sup>st</sup> August 2019 were approved and then signed by the Chairman; proposed Cllr. Ace, seconded Cllr. Dudley, agreed by all.

### **PUBLIC SESSION**

158. Mr. Huntington spoke about his concerns surrounding the disputed water bill for Mill Lane and urged the Parish Council to absorb the costs rather than add it to the yearly allotment tenancy bill.

#### **MATTERS ARISING:**

159. VANDALISM & ASB: (a) The teenage seating area had been wrapped in some form of pallet wrapping to create what is called a 'hotbox'; an enclosed space in which to smoke marijuana. The young people involved had been identified and made aware that they should not do this again. The pallet wrapping had been taken down and disposed of, and the area cleaned. (b) It had been reported that three young people had been jumping on the teenage seating roof causing one of the roof panels to come off. The young people had not yet been identified. It is yet to be determined whether the roof panel can be fixed and refitted. (c) Following the installation of new guttering as part of Project ViKTOR, the downpipe next to the Parish Office had been vandalised. It had since been replaced by the roofers.

#### 160. PARKING ISSUES:

Brookside (a) A letter had been distributed to all residents asking them to park considerately, not to park on the pavement, and providing information on how to apply for planning permission to create a driveway. No further action is required. (b) A letter had been sent to the residential care-home asking whether there were any parking agreements in place with SOHA, following complaints that they were parking in the SOHA residents only car parking area. There had been no response.

161. 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 who were unable to undertake any work during nesting season. Thames Valley had been informed of the safety issues on the highway, and the landowners are to be chased for action following the end of nesting season.

162. MEMORIAL GARDEN: (a) It was reported that the grass has grown well and that the Parish Council could proceed with bench repairs. (b) Plaques are to be ordered for the benches.

163. VILLAGE HALL STORAGE PROJECT: The majority of the work to both the James Martin Room and Entrance Foyer had been completed. Exterior cupboard painting is to be completed in time for the Open Day. Internal cupboard works will be completed when time allows.

164. MILL LANE ALLOTMENT SITE WATER BILL DISPUTE: (a) The £772.05 bill, £616.24 of which was in dispute, had been paid due to demand letters and threats of disconnection, but it had been made clear to Castle Water that the bill was disputed and

JM

JM

(a) TA  
(b) AP

JM

<p>it had been arranged for them to undertake an inspection of the meter. Whilst speculations were made regarding where the water could have gone, there was no evidence. (b) Castle Water's meter inspection report, at a final cost of £322.00, showed that the meter was in working order and that the meter readings showed that the water had been used on site. (c) The Parish Council discussed the various options for payment: (i) Parish Council to absorb all costs, (ii) water cost to be split between the tenants over a period of time, or (iii) water cost and meter inspection cost to be split between the tenants over a period of time. It was agreed that the Parish Council would absorb all costs; proposed Cllr. Pritchard, seconded Cllr. Gray, agreed by all (<i>Cllr. Fisher abstained from all decision making due to being an allotment tenant</i>). (d) To reduce the risk of this happening again, water usage is to be monitored monthly by the Allotment Site Manager and the Clerk.</p>	(d) JM
<p>165. 20MPH SPEED LIMIT: (a) 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. No quotation had been received despite chasing. (b) It was reported that Wheatley Parish Council had noticed a reduction in speeding following their introduction of a 20mph speed limit.</p>	(a) JM
<p>166. OVERGROWN SHRUBBERY BEHIND LANGLEY ROAD: Following reports of overgrown shrubbery, bordering the back brook, which residents were unable to cut back, the Parish Council awaits a response from the Environment Agency as to whether they could assist with the clearance. Discussions are to take place regarding the organisation of a working party if required.</p>	JM
<p>167. SKATEPARK: (a) It had been suggested that the artwork be re-sprayed on the Skatepark, possibly by way of an art competition. Further discussions are to take place at a Climate Change Committee. (b) It was noted that the Skatepark surface requires remedial work and Bendcrete had been asked to undertake a site visit. No quotations had been received as yet.</p>	(a) AZ
<p>168. COMMUNITY FIRST OXFORDSHIRE AGM: Cllrs. Nabb and Dudley attended the AGM on the 19<sup>th</sup> July.</p>	(b) JM
<p>169. JENNINGS BBQ: Cllr. Fisher attended the event on the 14<sup>th</sup> August. Discussions took place regarding their Eco Day.</p>	
<p>170. 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. No response had been received as yet, most likely due to the school's summer holidays.</p>	JM
<p>171. B480 CROSSING: A resident had shown concerns crossing the B480 with children and prams in order to get to the pre-school nursery on the Business Park. Whilst it had been explained that OCC Highways had no plans to introduce crossings on the B480 at this time, it was agreed to contact the nursery and ask whether they could offer transport services from the village. There had been no response and the Parish Council learnt of the nursery's recent closure. No further action is required.</p>	
<p>172. 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. It was agreed to meet with the school to discuss further; unfortunately, this had not yet been achievable due to the School's summer holidays. The Parish Council are to write to the School and request 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.</p>	AP & JM
<p>173. MILL LANE ALLOTMENT SITE &amp; HORSES: (a) Cllrs. Pritchard and Ace had met to discuss complaints from a Mill Lane allotment tenant and the adjacent landowner. A letter had been sent to both parties explaining that (i) the allotment tenant had not used harmful chemicals which would have affected the horses on the adjacent land, and (ii) the adjacent landowner was asked to erect an electric fence 1 meter from the boundary line so that the horses did not destroy produce and other materials over the fence.</p>	

<p>(b) Continued complaints were received due to the electric fence having not been erected and the horses continuing to cause an issue. A meeting is to be held with all parties to discuss a solution.</p>	<p>AP, TA &amp; JM</p>
<p>174. ST MARY'S PCC EVENT: The Parish Council were unable to attend the event on the 21<sup>st</sup> July.</p>	
<p>175. SCHOOL HEDGEROWS: The School had been contacted to cut back their hedgerows and trees which border the recreation ground and public car parks. Some work had been undertaken during the School's summer holidays.</p>	<p>JM</p>
<p>176. 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, since they reported that they would undertake a survey, and they are to be chased again.</p>	
<p>177. FENCING AT THE HIGH STREET/PARSNIPS LAND BUS STOP: Following the erection of fencing over a small piece of public land on the High Street, it was agreed by all that no action would be taken at this time.</p>	
<p>178. THE CROWN PUBLIC HOUSE: Cllrs. Nabb, Ziemelis and Fisher attended the open day and spoke to the agent, making it known that the Parish Council would not support any development on the land.</p>	
<p>179. MATTERS UNRESOLVED: Review of Standing Orders, Roles &amp; Responsibility workshop, Speed Indication Devices, crisp packet recycling, 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, Tuesday Thame bus subsidy, 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>180. MATTERS ON HOLD: Fish &amp; Chip van noise complaint, Community Service street cleaning, Local Council award.</p>	<p>JN</p>
<p><b>181. JOINT USER AGREEMENT:</b> The Joint User Agreement is an agreement between the School, Parish Council and County Council over the use of the Community Hall. There was a need for it to be amended following the School's new academy status with Acer Trust. Cllrs. Pritchard and Turner attended a meeting with the School's headteacher and Acer Trust's Estate Manager who clarified that the Joint User Agreement did not require major amendments; it was just the matter of Acer Trust replacing the County Council's responsibilities. The academy contracts stated the required changes. The Parish Council now have a copy of all the required paperwork and no further action is required.</p>	
<p><b>182. CLIMATE CHANGE COMMITTEE:</b> The Committee had met on the 17<sup>th</sup> July, 21<sup>st</sup> August and 22<sup>nd</sup> August. Notes from the meetings are available from the Parish Council office.</p>	<p>JN</p>
<p><u>Climate Change Public Event</u> It was agreed to hold a public event on the 20<sup>th</sup> September to provide ideas and information and to gather public opinion, with the objective to identify the top actions to be taken forward.</p>	
<p><u>Chalgrove Environment Network (ChEN)</u> A meeting was held with Mr. Ingram, founder member of ChEN which acted as the umbrella group for Cleaner Chalgrove, Chalgrove Wildlife and Conservation Society, and the Chalgrove Swap Shop. Due to loss of membership and other commitments, ChEN had become inactive but still retained funds. It was proposed that the Climate Change Committee becomes part of ChEN with public members and Parish Council representatives. Mr. Ingram agreed that the current funds of approximately £200 could be used to fund refreshments at the public event.</p>	<p>AZ</p>
<p><u>Skate Park Project</u> Discussions are to take place regarding a Climate Change themed art competition.</p>	
<p><u>Jennings Eco Day</u> Cllrs. Dudley and Fisher are to attend the event on the 26<sup>th</sup> September.</p>	<p>AD &amp; DF</p>
<p><u>Other matters discussed</u> included electric car charging points, school initiatives, and crisp packet recycling.</p>	
<p><b>183. PROJECT ViKToR:</b> The Village Hall refurbishment project was ongoing.</p>	<p>AD &amp; DF</p>
<p><u>Deadline</u> The deadline had been extended by 3 days due to work required by the audio</p>	

<p>visual company. It was agreed that this was no fault of Shape Up Developments and that there would be no penalty. All hirers had been informed.</p> <p><u>Work Required</u> Sanding, painting, movement of equipment and cleaning are to be undertaken by the Parish Council in the days leading up to the Open Day.</p> <p><b>184. VILLAGE HALL OPEN DAY:</b></p> <p><u>Open Day</u> The Village Hall Open Day is to be held on Sunday 8<sup>th</sup> September between 2 and 4pm.</p> <p><u>Ken Batley Poetry Competition for Juniors</u> (a) The deadline for poetry entries, the theme being Climate Change, is the 6<sup>th</sup> September and judging will take place prior to the Open Day. (b) It was noted that the date of the Open Day would have been Ken Batley's birthday.</p> <p><b>185. APPLICATION FOR THE MODIFICATION OF THE DEFINITIVE MAP:</b></p> <p><u>Application</u> The Parish Council's formal objection to the draft determination report had been submitted on the 17<sup>th</sup> May.</p> <p><u>Modification of minutes</u> Mr. Matthew Knight had disputed the wording in the April minutes relating to this subject and it was agreed to amend the minutes to differentiate between the background information and the matters discussed at the meeting. The amendments to the minutes were approved; proposed Cllr. Pritchard, seconded Cllr. Ace, agreed by all, and as shown below:</p> <p><i>"Background Information (a) In 2017 Oxfordshire County Council received an application from Mr. Matthew Knight to modify the Definitive Map of Public Rights of Way to record part of the Parish Council Recreation Ground as a Restricted Byway. They did not determine the case within 12 months of receipt and so the applicant appealed to the Secretary of State; the appeal was accepted and OCC had been directed to determine the case. (b) It had been agreed by all to object to the application.</i></p> <p><i>Draft Determination Report (a) Mrs. Eleanor Hazlewood, OCC, had written with her draft determination report which showed her intent to recommend this addition to the Definitive Map. If it is determined that OCC should make an Order to add this route to its Definitive Map, they will advertise that Order. If there are objections, they must refer the matter to the Secretary of State for determination which could be by public enquiry or some other means. This would involve the production of Statements of Case by both the Council and any objectors and be the subject of scrutiny and cross examination potentially at public enquiry. (b) It was agreed by all to meet with OCC before submitting an objection."</i></p> <p><b>186. 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> <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> <p><b>187. COMMUNICATIONS COMMITTEE:</b> There had been no Committee meeting.</p> <p><u>GDPR Breach</u> It was reported that an email had been sent to the database without blind copying the email addresses. An apology had been sent to all recipients and the breach, whilst not considered necessary to do so, is to be reported to the Information Commissioner's Office.</p> <p><u>Other 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> <p><b>188. DEVELOPMENT – CHAL1/10/11 (west of Chalgrove):</b></p> <p>Bovis Homes had been asked to meet with residents of Marley Lane following their concerns over flooding and on-street parking. There had been no response and they are to be chased.</p> <p><b>189. 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>	<p>JM</p> <p>ALL</p> <p>ALL</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>(b) JN &amp; JM</p> <p>JM</p> <p>JM</p>
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<p><u>Zebra Crossing</u> (a) The Parish Council were invited to comment on OCC's consultation for the proposed crossings at the bottom of Monument Road, for the purposes of the CHAL7 development. The Parish Council had responded on the 9<sup>th</sup> August in a letter which pointed out that the Parish Council and SODC had objected to this development for many reasons which included the pedestrian access into the village onto a dangerous bend, followed by pavements on the High Street which are wholly inadequate for pushchairs and families. The Parish Council noted that any form of crossing in this location would be dangerous, both proposed crossings giving drivers very little time to stop. The Parish Council strongly advised a site visit before any decisions were made. (b) Following objections from the Parish Council and the public, the proposals are to be presented to the OCC Cabinet for Environment and Transport at a meeting on the 12<sup>th</sup> September. Cllr. Pritchard is to attend.</p>	(b) AP
<p><b>190. LOCAL PLAN - PROPOSED DEVELOPMENT AT CHALGROVE AIRFIELD:</b>  <u>Homes England</u> It was noted that Homes England had purchased a large amount of land surrounding the Airfield. Further enquires as to the reason and the cost are to be made.  <u>SODC</u> It was reported that the scheduled meetings in September are to be postponed until October whilst SODC speak to the relevant Government Minister.</p>	AP & JM
<p><b>191. 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) A meeting was held with an SODC representative regarding the outstanding work to clear the culvert which runs from St Mary's Church through to Frogmore, running through Mr. Knight's land, and to clear the Frogmore culverts to allow the ditch water to enter the back brook during high water levels. It was clear that these actions were very new to the SODC representative despite the Parish Council having been promised the work by Monson and SODC for the past 8 years. (b) Further details had been sent to the SODC representative following the meeting, including details of the SODC funds 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 the work to be completed, It was agreed by all there was no reason not to clear the Frogmore culverts, even if SODC could not obtain access to Mr. Knight's land.</p>	JM
<p><u>Building Up of the Back Brook</u> (a) 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. It was noted that the contractor informed residents that the Environment Agency had instructed the work and queries had been made with them to ascertain whether permissions had been granted.</p>	JM
<p><u>Dry Back Brook</u> Concerns had been made due to the lack of water in the back brook. The Environment Agency had completed a brook walk and could not find any water diversions, instead reporting that the lack of water was simply due to a lack of rain. Further queries are to be made.</p>	JM
<p><b>192. WORKS &amp; ORDERS:</b> Discussions took place regarding the works and orders.</p>	
<p><u>Works/Orders Requiring Approval:</u></p>	
<p>(a) Work required to willow and horse chestnut trees on the Recreation Ground, at a cost of £1645.00 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.</p>	
<p>(b) A replacement CCTV hard drive, at a cost of £541.00 ex VAT, was not approved. Specifications are to be sent to Councillors to review in the first instance. It was noted that without the replacement hard drive the CCTV would not record.</p>	
<p><b>CORRESPONDENCE:</b></p>	
<p>193. A High Street resident had asked that the Parish Council revisit the query of weight limits on the bridges. OCC Highways had previously advised that they were to undertake a survey on two of the bridges and are to be chased for the results of their survey.</p>	JM
<p>194. Following the resurfacing of the road in Flemming Avenue, there had been several</p>	

complaints regarding the quality of work and the large amount of tar chunks which would deflect in any direction when driven over. OCC Highways had been contacted for their comments but there had been no response.	
195. The County Council wrote to ask whether the Parish Council required any further salt bins at a cost of £250 ex VAT. It was agreed that no further bins were required at this time.	
196. OALC wrote to request that all Clerks and Councillors complete a survey based on the 2019 elections with a deadline of the 27 <sup>th</sup> September.	ALL
197. OCC wrote to invite the Parish Council to their Deddington Depot Open Day on the 5 <sup>th</sup> October. The Parish Council are unable to attend.	
198. SODC wrote to invite the Parish Council to their new Climate Change Committee meeting on the 19 <sup>th</sup> September. The Parish Council's Climate Change Committee are to discuss attendance following the production of the meeting agenda.	JN
199. SODC wrote to invite the Parish Council to a Planning Training event on the 17 <sup>th</sup> September. Details are to be redistributed to all Councillors.	ALL
200. SSE wrote to invite the Parish Council to a stakeholder event on the 17 <sup>th</sup> September. Cllr. Dudley is to attend.	AD
201. Ragwort had been found by the Groundsman on Janes Meadow, and had been removed and disposed of. The public had been made aware and adjacent landowners had been contacted asking them to check their land of dispose of any ragwort appropriately.	
202. Watlington Parish Council wrote to report that the after sales cost of the Comet bus for 2018/2019 was £1016.00 and asked that Chalgrove Parish Council pay half. The cost of £508.00 was approved; proposed Cllr. Pritchard, seconded Cllr. Nixey, agreed by all.	

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

None

**204. DECISION NOTICES FROM SODC:**

None

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

**206. REPORT FROM THE DISTRICT COUNCILLOR:** Cllr. Turner's full report is available from the Parish Office. The report included information on the Local Plan 2034, climate change, audited accounts, vehicle charging points, planning training, affordable housing updates, Reading transport consultations, grant schemes, and successful prosecutions.

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

**208. 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:**

209. Five cheques had been signed outside of meetings; 006690 - 006694

**210. ACCOUNTS SANCTIONED FOR PAYMENT:**

006690	EPS Oxford Ltd – Project ViKToR	£3554.09
006691	Countryside Estate Services – replacement cheque	£1500.00
006692	SSE – replacement cheque	£779.44
006693	EPS Oxford Ltd – Project ViKToR	£7108.18
006694	Shape Up Developments – Project ViKToR	£30000.00
006699	M. Law – gate caretaking	£80.00
006700	N. Kerridge – youth work	£507.00
006701	B. Murphy – youth work	£104.00
006702	MK Watts – grass cutting	£468.00
006703	Chalgrove Scouts – litter picking	£550.00
006704	TRS Cooling – air conditioning repairs	£465.96
006705	Playsafety Ltd – ROSPA report	£185.40
006706	TalkTalk – web hosting & WIFI	£6.26
006707	BH Doors – emergency door replacement	£5224.58
006708	A. Ziemelis – Project ViKToR expenses	£415.18
006709	Castle Water – water supply	£167.11
006710	Castle Water – water supply	£386.40
006711	Castle Water – water supply	£62.47

006712 Countryside Est. Services – groundsman & cleaning £93.47  
 006713 Countryside Est. Services – groundsman & cleaning £3128.67

<b>ANY OTHER BUSINESS:</b>	
211. Cllr. Reed requested that when emergency meetings are called, notification is made via phone rather than email.	
212. Cllr. Dudley noted that the trees on the grass verge outside the Crown Public House had not yet been cut back. OCC Highways are to be chased.	JM
213. Cllr. Nixey updated the Parish Council on the bypass channel at Langley Field Farm. Whilst the work was due to be undertaken in September, SODC had postponed the work due to internal funding allocations. Cllr. Nixey awaits the new scheduled date.	CN
214. Cllr. Gray expressed his concerns over the weeds in the kerbs and requested that the Street Cleaner be allocated more time to keep them clear. The matter is to be discussed at an HR Committee meeting.	JM
215. Cllr. Gray requested that a formal assessment of all pavements be undertaken due to their dangerous state. The matter is to be discussed at the next meeting.	JM
216. Cllr. Reed noted that there was still a 'customers only' parking sign outside The Village Store. As public land, the sign is to be removed.	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.*

<b>217. HR COMMITTEE:</b> The Chairman announced the sad passing away of the Parish Council Financial Assistant, Mr. Martin Burgess. Condolences will be sent to his family on behalf of the Parish Council.	
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**Inclusion of the public:** *The public were no longer excluded.*

The meeting closed at 9.22pm

Signed: ..... Chairman