

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 7<sup>th</sup> March 2024.**

**Present:**

Cllr. P. Waters, Chair	Cllr. A. Ziemelis
Cllr. J. Russell, Vice-Chair	Cllr. C. Nixey
Cllr. D. Turner, also Dist. Cllr	Cllr. A. Charman
Cllr. A. Pritchard	Cllr. J. Winnard

**Apologies Accepted:** Cllr. Dudley

**Not present:** n/a

**Members of the public:** None

301. The minutes of the meeting held 1<sup>st</sup> February 2024 were approved and then signed by the Chair; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.

### **PUBLIC SESSION:**

None

### **MATTERS ARISING:**

#### **302. VANDALISM & ASB:**

(a) There were no known reports of anti-social behaviour or vandalism.

#### **303. PARKING ISSUES & SPEED REDUCTION MEASURES:**

##### Speed Indication Devices

(a) It had been agreed by all that Cllr. Nixey should lower the SID device on the Berrick Road pole.

(b) It had been agreed by all to proceed with the installation of the Mill Lane device.

(c) A date is to be scheduled at the April meeting.

##### Parking & Vehicle Complaints

(a) There were no known complaints.

##### Temporary Traffic Calming Measures

(a) OCC Highways had been asked for further information on whether temporary traffic calming measures, such as chicanes, could be used on the roads leading out of the village.

(b) The Parish Council await their response.

#### **304. CAVALIERS FOOTBALL CLUB:**

##### Proposed Work To Recreational Areas

(a) Cllrs. Turner, Nixey and Charman met with the Cavaliers FC Chair, Paul Connelly, and two representatives from the Oxfordshire Football Association on the 15<sup>th</sup> February 2024.

(b) All areas were inspected.

(c) The Parish Council had previously approved a maximum cost of £5000 for a GMA report. It was agreed by the Oxfordshire FA that this level of report was not required at this time as the scope of work could be covered under a standard FA report.

(d) The report had been received and is to be discussed at a Recreation Committee meeting.

(e) A site meeting with a contractor and the Cavaliers' Chair will take place on Friday 8<sup>th</sup> March.

##### Container

(a) It had previously been agreed in principle for the Cavaliers FC to purchase and store a 20ft container on the Top Rec.

(b) Discussions are ongoing regarding the logistics of getting a container onto the land.

(c) The Cavaliers FC intend to seek funding for the cost of the container, however the grant requires the District Council to formally state that Planning Permission is not required. The Cavaliers FC requested costs for SODC's Pre-Application Advice and were provided with a cost of £945. This cost is 50% of the purchase price for the container and is unachievable. The Cavaliers FC have written to SODC to formally complain that their pricing structure is not in the public's best interests.

##### Goal Post Funding

(a) The Cavaliers FC had requested funding of £1666.67 towards new goals.

(b) The Parish Council had agreed that Cllr. Winnard would speak directly to the Cavaliers Chairman to ascertain whether there was an urgent need for new goals and, if the need was

ALL

PW, JM  
JM

proven, to proceed with the funding.

(c) Cllr. Winnard had approved the funding.

**305. CHAIR’S CHAIN:**

(a) The Chair’s Chain needs to be engraved to detail the end of Cllr. Pritchard’s chairmanship, and the start of Cllr. Waters, in 2023.

(b) The Chain is to be taken to one of two local companies which can undertake the work required.

**306. MATTERS UNRESOLVED:** Defibrillator, School Crossing Patrol Officer, Chapel Lane Dog Bin, Bottle Bank, Standing Orders & Policies, Gray Bench, Car Park Sign, Recreation Ground Bridge, Emergency Planning Storage Container, Village Green Legality, Village Hall Car Park Bollards, Knights Manholes & Frogmore Culverts.

**307. COUNCILLOR VACANCIES:**

(a) The Parish Council has two vacancies.

(b) There have been no further applications.

(c) The vacancies will continue to be advertised in the usual way.

**308. OUTSTANDING ACTIONS – SODC/OCC/EA/TW**

(a) The Parish Council had notified the local authorities of their outstanding issues.

SODC

(a) planning enforcement for Chalgrove Meadow – chased

(b) planning enforcement for 73 Mill Lane – chased

(c) Mill Land street sign - requested

(d) Brinkinfield Road street sign – requested, request for photos received

OCC

(a) High Street railing repair – OCC to undertake the work in early March

(b) Chapel Lane concrete ledge – now fixed, and barriers removed.

(c) High Street collapsing wall – in discussion with OCC bridges team

(d) Marley Lane manhole issue – now fixed, although another manhole now has issues

(e) Monument Road manhole issue – assessment to be undertaken by OCC

Thames Water

(a) Debris surrounding pipe behind 8 Berrick Road – debris removed

Environment Agency

(a) Several trees down in the Back Brook – currently being dealt with by the Volunteers Group

**309. RESTRICTED BYWAY AT THE RECREATION GROUND:**

No updates.

**310. CHALGROVE VOLUNTEER GROUP:**

(a) Minutes of the Volunteer Group’s meeting had been distributed to all Councillors.

(b) Cllr. Russell spoke of the work undertaken within the back brook, to remove a multitude of fallen trees, which had caused flooding.

(c) The work undertaken by the Volunteer Group had required the purchase of specialised equipment at a cost of £916.66. The Parish Council agreed to donate the full cost to the volunteer group; proposed Cllr. Charman, seconded Cllr. Winnard, agreed by all.

**311. RECREATION COMMITTEE:**

There had been no Recreation Committee meeting.

Play Area Report

(a) The Caretaker had undertaken the monthly assessment.

Committee Meeting

(a) A Committee Meeting is to be held on the 21<sup>st</sup> March.

**312. ALLOTMENT COMMITTEE:**

An Allotment Committee meeting had been held on the 15<sup>th</sup> February, and the minutes of the meeting can be found at APPENDIX A.

2024/2025 Rents

(a) Further to the proposals made by the Committee, the 2024/2025 rents were approved; proposed Cllr. Charman, seconded Cllr. Ziemelis, agreed by all.

	<b><u>2023 / 2024</u></b>		<b><u>2024 / 2025</u></b>	
Site	Rent – full site	Water – full site	Rent – full site	Water – full site
Mill Lane	£284.86	£762.85	£450.00	£377.57
Bypass	£180.00	£867.71	£288.00	£0.00

JM

PW, JM

(b) Invoices are to be distributed to all tenants.	JM
<b>313. COMMUNICATIONS COMMITTEE:</b> A Communications Committee meeting had been held on the 15 <sup>th</sup> February, and the minutes of the meeting can be found at APPENDIX B. <u>Ken Batley Poetry Competition</u> (a) Discussions took place regarding the proposed cash/voucher prizes: - Primary School: 1 <sup>st</sup> Prize £30, 2 <sup>nd</sup> Prize £20, 3 <sup>rd</sup> Prize £10 - Secondary School: 1 <sup>st</sup> Prize £30, 2 <sup>nd</sup> Prize £20, 3 <sup>rd</sup> Prize £10 (b) A total cost of £120 was approved; proposed Cllr. Ziemelis, seconded Cllr. Russell, agreed by all.	
<u>Annual Parish Meeting</u> (a) It was clarified that the APM could be held anytime between 1 <sup>st</sup> March and 1 <sup>st</sup> June. (b) The Committee had recommended that the APM be held after the May Parish Council meeting, preferably on a Monday at 7pm. (c) The APM is to be held on the 13 <sup>th</sup> May, agreed by all.	ALL
<b>314. PROJECTS:</b> <u>Project ViKToR Phase 2</u> (a) Project ViKToR deals with the refurbishment of the Village Hall. (b) The scope of the project is to be discussed at a Village Hall Committee meeting on the 28 <sup>th</sup> March.	AZ, JM
<u>Summer Celebration</u> (a) The Summer Celebration will take place on the 15 <sup>th</sup> June. (b) A meeting is required to discuss the advertisement of the event.	PW, JM PW, JM
<u>Parish Office</u> (a) Quotations are being obtained for the refurbishment of the Parish Office. (b) The Clerk is to undertake a paperwork archive week commencing 18 <sup>th</sup> March. (c) Clarification is to be sought on what can be shredded.	JM JM
<b>315. CHALGROVE NDP:</b> (a) The Design Code consultation finished on Wednesday 31 <sup>st</sup> January. (b) All responses had been collated and reviewed. (c) Several changes will now be made to the Design Code and, in the first instance, AECOM had been asked to complete the changes.	JM
<b>316. SODC LOCAL PLAN &amp; PROPOSED AIRFIELD DEVELOPMENT:</b> <u>Proposed Airfield Development</u> (a) A scoping report application had been submitted to the District Council.	
<b>317. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE:</b> <u>Community Building</u> (a) The Parish Council await the formal signed copies of the Transfer Contract. (b) Residents had been told that the Community Building will have a formal opening event in June. Further information has been sought from Ridgepoint Homes. (c) A further meeting is to be scheduled with the Chalgrove Scouts' Committee in order to ascertain their plans for the Community Building.	JM
<b>318. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE:</b> No updates.	
<b>CORRESPONDENCE:</b> 319. <u>SODC's Compost Giveaway</u> SODC wrote to notify the Parish Council of their compost giveaway on the 17 <sup>th</sup> March. The details are to be placed on the Parish Council website and social media page.	JM
320. <u>Chalgrove Horticultural Show</u> The Chalgrove Horticultural Committee wrote to notify the Parish Council that the Committee had been reformed, and requested the funds from the previous Committee that had been given to the Parish Council for safe-keeping. The newly formed Committee had provided details of their constitution and election of officers, which were reviewed by the Parish Council. £1068.72 is to be passed to the new Committee; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.	JM
321. <u>CIL Grant</u> SODC had launched a new grant scheme for a wide range of infrastructure to support existing or planned future growth. Expressions of interest are to be submitted by the 5 <sup>th</sup> April. Initial suggestions included the Matthew Marriage Memorial Path and work required to the	JM

Chalgrove Skatepark. 322. <u>OALC Subscription</u> OALC had written regarding their 2024/2025 subscription fee. The cost of £541.37 ex VAT was approved; proposed Cllr. Turner, seconded Cllr. Russell, agreed by all. 323. <u>Chalgrove 10K Committee</u> Following the disbandment of the 10K Committee, their funds had been distributed to local groups and £750 had been donated to the Chalgrove Youth Club. A letter of thanks is to be sent. 324. <u>Land Adjoining Orchard Cottage, Warpsgrove Lane</u> The District Council notified the Parish Council of a planning enforcement notice served on the property/land, requiring the owners/occupiers to cease the use of the site for the siting of three unauthorised residential mobile homes.	JM
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**325. PLANNING APPLICATIONS:** (Parish Council decision only):

(Cllr. Turner took no part in the discussion or decision of any planning applications shown below)

(a) P24/S0685/SCO	Chalgrove Airfield	Request for EIA Scoping Opinion for a residential led, mixed-use development. OBJECTION, with comments
(b) P24/S0520/FUL	Chalgrove Airfield	Construction of a new parking area. NO OBJECTIONS
(c) P24/S0431/FUL	Chalgrove Airfield	Construction of a new parking area. NO OBJECTIONS

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

Cllr. Turner reported on flooding financial support, the Community Infrastructure Levy Grant Fund, fines for using vehicles as taxis without a license, the Budget and changes to the garden waste service.

**327. REPORT FROM THE COUNTY COUNCILLOR:**

Cllr. Van Mierlo provided a report on the Budget, a call to Government on the exploitation of overseas care staff, the Nature Recovery Strategy, Oxford traffic filters trial and school places.

**ACCOUNTS:**

328. No cheques had been signed outside of the main Parish Council meetings.

**329. ACCOUNTS SANCTIONED FOR PAYMENT:**

007701	M Bullen – youth club cleaning	£192.00
007702	N Kerridge – youth work	£468.00
007703	B Murphy – youth work	£104.00
007704	R Murphy – litter picking	£348.00
007705	Community First Oxfordshire – subscription	£70.00
007706	OALC – subscription	£649.64
007707	Chalgrove Festival Committee – donation	£300.00
007708	Chalgrove Horticultural Show – donation	£1068.72
007709	Chalgrove Cavaliers FC – donation	£1666.67
007710	M. Howitt – Village Hall hire refund	£50.00
007711	Viking – office & cleaning supplies	£281.55
007712	SEFE Energy – gas supply	£68.06
007713	SSE – gas supply	£1445.06
007714	Castle Water – water supply	£1380.28
007715	Castle Water – water supply	£325.03
007716	Replacement for cheque 007677	
007717	Countryside Estate Services	£1245.55

**ANY OTHER BUSINESS:**

330. Cllr. Turner requested a new car park sign on the High Street, near the Red Lion. It was clarified that a request had been made to the County Council.	
331. Cllr. Ziemelis noted that repairs were required on the Village Hall. It was clarified that this was an on-going situation due to repeated damage.	
332. Cllr. Ziemelis requested that new 'no dog' signage be placed on the MUGA.	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.

**333. HR COMMITTEE MEETING:**

(a) A review of the Village Hall Cleaner Salary took place.	
(b) A review of the Youth Club Cleaner Salary took place.	

(c) A review of the Caretaker Salary took place.

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

The meeting closed at 8.46pm

Signed: ..... Chair

**CHALGROVE PARISH COUNCIL**

**APPENDIX A**

**Allotment Committee Meeting – Thursday 15<sup>th</sup> February 2024**

**Present:** Cllr. P. Waters Cllr. A. Charman  
Cllr. A. Pritchard Cllr. J. Winnard  
Cllr. C. Nixey

**Apologies Accepted:** Cllr. J. Russell

**Not present:** n/a

**2024/2025 Allotment Rents**

(a) Following the Committee's review of Castle Water costs and general expenditure, the following plot rents were proposed:

	<b><u>2023 / 2024</u></b>		<b><u>2024 / 2025</u></b>	
Site	Rent – full site	Water – full site	Rent – full site	Water – full site
Mill Lane	£284.86	£762.85	£450.00	£377.57
Bypass	£180.00	£867.71	£288.00	£0.00

(b) The plot rents are to be approved by full Council.

**Outstanding Work**

(a) Mill Lane Site: Hedge Cutting  
Car Park Stones

(b) Bypass Site: Bridge Repair

**Allotment Tenant Survey**

(a) It had been proposed that the Parish Council undertake an Allotment Tenant Survey in order to improve communication with tenants and ascertain what they would like to get out of the allotment.

(b) It was agreed by all to draft a survey; to be approved by the Committee.

**Any Other Business**

(a) The Clerk reported that a Mill Lane site tenant would be moving to Benson but wished to keep her allotment. It was agreed by all that she may remain on the site.

(b) It was agreed that Cllr. Winnard would arrange a working party to spread the stones, once delivered, within the Mill Lane site parking area.

(c) Cllr. Winnard queried the location of the Mill Lane site water meter.

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**CHALGROVE PARISH COUNCIL**

**APPENDIX B**

**Communications Committee Meeting – Thursday 15<sup>th</sup> February 2024**

**Present:** Cllr. P. Waters Cllr. A. Ziemelis  
Cllr. J. Russell Cllr. J. Winnard  
Cllr. A. Pritchard

**Apologies Accepted:** Cllr. A. Dudley  
**Not present:** n/a

<p><u>2024 Spring Newsletter</u></p> <p>(a) The Committee discussed the content of the Spring Newsletter, and the following articles were suggested:</p> <ul style="list-style-type: none"> <li>- a welcome to those on the new developments</li> <li>- dog bins (stop putting bags in bins that are already overflowing)</li> <li>- new Chairman and previous Chairman, Q&amp;A</li> <li>- articles on new Councillors</li> <li>- volunteer's group</li> <li>- updates on proposed developments</li> <li>- May Day festival, Horticultural Show, Summer Celebration</li> <li>- village defibrillators</li> <li>- don't feed the kites</li> <li>- an update on the bottle bank</li> <li>- Parish Council vacancies</li> <li>- £2 bus fares</li> <li>- NDP Design Code update</li> </ul> <p>(b) It was agreed by all to include an additional insert with information on who to call and when.</p> <p><u>Ken Batley Poetry Competition</u></p> <p>(a) It was agreed by all to advertise the competition with a deadline of September 2024.</p> <p>(b) There are to be two categories; primary school and secondary school ages.</p> <p>(c) A total of £120 in prize money is to be approved by full council.</p> <p>(d) The Committee approved the theme of: Our Village.</p> <p>(e) Chalgrove Primary School and Icknield are to be informed, along with posters, social media content, and an article within the LINK magazine.</p> <p><u>Annual Parish Meeting &amp; Crookston Shield</u></p> <p>(a) It was agreed by the Committee to invite all local groups to give a 5 minute presentation.</p> <p>(b) Clarification is to be sought on the time frame in which the APM must be held.</p> <p>(c) It was suggested that flyers are sent to all households in order to encourage attendance.</p> <p>(d) Cheese and wine are to be offered as refreshments.</p> <p><u>Any Other Business</u></p> <p>(a) It was suggested that each member of the Committee take it in turns to write the LINK articles following each meeting.</p>	<p>ALL</p> <p>JM</p> <p>JW, JM</p>
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