

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 7<sup>th</sup> September 2023.**

**Present:** Cllr. P Waters, Chair Cllr. A. Dudley  
Cllr. J. Russell, Vice-Chair Cllr. C. Nixey  
Cllr. D. Turner Cllr. J. Winnard  
Cllr. A. Pritchard

**Apologies Accepted:** Cllrs. Ziemelis & Charman

**Not present:** n/a

**Members of the public:** None

116. The minutes of the meeting held 6<sup>th</sup> July 2023 were approved and then signed by the Chair; proposed Cllr. Waters, seconded Cllr. Pritchard, agreed by all.

117. The minutes of the meeting held 10<sup>th</sup> August 2023 were approved and then signed by the Chair; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all.

### **PUBLIC SESSION:**

None.

### **MATTERS ARISING:**

#### **118. VANDALISM & ASB:**

##### Anti-Social Behaviour

(a) Reports had been received of bullying and damage to a young person's bicycle on the Recreation Ground. The young people involved had been identified and PCSO Keogh had been asked for her comments. CCTV is to be checked.

(b) The tyres had been let down on a car parked in the public car park by the school. CCTV is to be checked.

##### Noise Complaint

(a) The Parish Council had previously received a noise complaint following a hirer's use of the Hall on Saturday 10<sup>th</sup> June 2023.

(b) The Parish Council and Hall Hirer had responded to the District Council's Environment Officer, objecting to the complaint.

(c) The District Council had responded to report that they will be taking no further action.

##### Thames Valley Police

(a) Following a letter sent to the Chief Constable detailing the Parish Council's concerns surrounding anti-social behaviour, criminal damage, and drugs, PC Matt Eldridge contacted the Clerk to discuss further.

(b) The Parish Council are to continue encouraging the public to make police reports when they have witnessed a crime of any description.

(c) The Parish Council are to continue liaising with PCSO Claire Keogh.

(d) PCSO Claire Keogh had provided an update following her foot patrols on the Recreation Ground.

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

##### Speed Indication Devices

(a) The Parish Council had previously agreed to lower the SID device on the Berrick Road pole.

(b) BT are yet to complete the necessary works on the low-hanging wire above the Mill Lane pole.

(c) It was agreed by all to proceed with the installation of the Mill Lane device.

##### Parking & Vehicle Complaints

(a) Complaints continue to be received from a High Street resident regarding the parking of cars adjacent to the white bollards outside 55-61 High Street. The resident had forwarded his complaints to SOHA. No action is required from the Parish Council at this time, and the resident had been reminded to forward any illegal or nuisance parking to the Police.

(b) Many complaints had been received regarding the drastic increase of heavy-goods vehicles using the High Street during the recent temporary closure of the B480, some driving above the 20mph speed limit. Those that could be reported, with evidence, had been reported to Highways

JM

JM

JM

JM

CN, JM

PW, CN, JM

and the Police.	
(c) A High Street resident had written regarding two parked cars which she reported were blocking her driveway. Following assessment of the pictures she provided, it was agreed by all that the parking was not illegal in any way but that comments would be sought from Highways and PCSO Keogh.	JM
120. CHAPEL LANE DOG BIN:	
(a) The replacement dog bin has arrived and will be installed by the Groundsman.	JM
121. BOTTLE BANK:	
(a) Following the District Council's decision to permanently remove the bottle bank, The Parish Council await a work date.	JM
122. GIGACLEAR:	
(a) Gigaclear had installed an unsightly pipe across the brook, directly in front of a heritage building, in Mill Lane.	
(b) Gigaclear had responded to state that the County Council bridge team had given them permission, and that they intend to register a retrospective exemption with the Environment Agency.	
(c) The Parish Council had written to the County Council and EA with objections.	
123. PARISH COUNCIL WEBSITE:	
(a) Technical assistance is required on the website and a local contractor is to be asked to undertake the necessary work.	CN, JM
(b) A maximum cost of £200 ex VAT was approved; proposed Cllr. Waters, seconded Cllr. Dudley, agreed by all.	
124. DEFIBRILLATOR:	
(a) The Parish Council had previously agreed to install a public-use defibrillator and heated cabinet on the outside of the Parish Office.	
(b) The Parish Council had previously approved costs of £3319 ex VAT for the device and installation. Following successful grants, the total project cost had reduced to £1331 ex VAT.	
(c) The Clerk and Caretaker will be undertaking initial training, before the device is activated.	JM
(d) Mr. Bob Clark, OxGins, had arranged for the funding of a defibrillator to be placed at the Doctor's Surgery, and had requested that the Parish Council take ownership of the device; for reasons of legality, logistics and continuity. Following discussion, the Parish Council felt it more appropriate for the Surgery to take on the ownership and they are to be asked for their comments.	JM
125. MATTERS UNRESOLVED: Brook Clearance, High St Railings, Chair's Chain, Newsletter, R&R Workshop, Standing Orders & Policies, Gray Bench, Car Park Sign, Recreation Ground Bridge, Emergency Planning Storage Container, Village Green Legality, Mill Lane Road Sign, Village Hall Car Park Bollards, Knights Manholes & Frogmore Culverts.	
<b>126. COUNCILLOR VACANCIES:</b>	
(a) Following the co-option of Cllr. Winnard, the Parish Council still has 2 vacancies.	
(b) There have been no further applications.	
(c) The vacancies will continue to be advertised.	
<b>127. REGISTER OF INTERESTS:</b>	
(a) Further to all Councillors having completed a Register of Interest following the May Election, the Monitoring Officer had written with errors.	
(b) Forms still require amendment from some of the Councillors.	JM
<b>128. RESTRICTED BYWAY AT THE RECREATION GROUND:</b>	
<u>Extinguishment Order</u>	
(a) The Parish Council had submitted the Extinguishment Order application on the 12 <sup>th</sup> July.	
(b) On the 16 <sup>th</sup> August, the County Council had written to notify the Parish Council that formal Notice has been served on the County Council in accordance with the provisions of the Highways Act section 130a by a private individual. This notice is in relation to the 'removal of obstructions' - posts, fencing and the skate park which presently encroach on the extent of Restricted Byway No 20 through Parish Council land.	
(c) Councillors met with County Council representatives on the 21 <sup>st</sup> August, and the minutes of the meeting can be found at <b>APPENDIX A</b> .	
(d) A cost of £1250 ex VAT was approved for the removal of bollards and fencing; proposed Cllr.	

<p>Pritchard, seconded Cllr. Russell, agreed by all.</p> <p>(e) The Parish Council are to keep in touch with the County Council representatives at every stage.</p> <p><b>129. RECREATION COMMITTEE:</b></p> <p>There had been no Recreation Committee meeting.</p> <p><u>Skatepark</u></p> <p>(a) Attempts are being made to find an alternative contractor to undertake the surface works.</p> <p><u>MUGA</u></p> <p>(a) Costs for MUGA re-surfacing had previously been approved.</p> <p>(b) Chiltern Sports are to undertake the work from Monday 11<sup>th</sup> September onwards, and the MUGA will be closed to the public until the 30<sup>th</sup> September.</p> <p>(c) All regular hirers had been informed, and a public article is to be placed on social media and the Parish Council website.</p> <p><u>Boot Scrapers</u></p> <p>(a) An application has been made to the Everyone Active 2023/24 grant scheme, in order to fund 2 boot scrapers and the associated installation cost.</p> <p>(b) The Parish Council await the decision.</p> <p><u>Meeting</u></p> <p>(a) A Recreation Committee meeting is required, on site, to discuss:</p> <ul style="list-style-type: none"> <li>- placement of dog bin</li> <li>- trip hazards</li> <li>- tree work</li> </ul> <p>(b) The meeting is to take place during the day, alongside the Caretaker.</p> <p><u>Play Areas</u></p> <p>(a) Quotations had been sought for the repairs required to the surface in the Under 8s Play Area and Over 8s Play Area.</p> <p><u>Table Tennis</u></p> <p>(a) The District Council had previously funded an outdoor table tennis table, and had arranged a Table Tennis Open Day on 18<sup>th</sup> August, with multisports available on the Recreation Ground.</p> <p>(b) Due to the very rainy weather, the event had to take place in the Village Hall. It was incredibly well attended and the District Council donated a table tennis bat to every young person.</p> <p>(c) Cllrs. Dudley and Turner attended.</p> <p><u>Play Area Report</u></p> <p>(a) The Caretaker is to take over the monthly assessment, and is to be guided by Cllr. Waters' initially.</p> <p>(b) ROSPA had written to report that they would be undertaking their annual inspection of the play facilities during July or August, and the Parish Council await their report.</p> <p><b>130. YOUTH CLUB COMMITTEE:</b></p> <p><u>Visit from Watlington Parish Council</u></p> <p>(a) Watlington Parish Council had previously written to request a site meeting, in order for the Parish Council to assist them with re-opening their Youth Club.</p> <p>(b) Cllr. Russell reported that the meeting, on the 20<sup>th</sup> July, was successful.</p> <p><u>The King's Award for Voluntary Service</u></p> <p>(a) Oxfordshire Youth wrote with details of The King's Award and reported that they felt the Chalgrove Youth Club would be a good nomination.</p> <p>(b) Initially a meeting is to be held with Lynda Atkins, Lord Lieutenant of Oxfordshire's Office, to discuss further.</p> <p><b>131. CHALGROVE NDP:</b></p> <p>(a) Cllrs. Russell, Pritchard, and Dudley reported that the final draft of the Design Code had been received from Aecom.</p> <p>(b) Amendments are to be made by the Parish Council, before the document is submitted to Locality.</p> <p><b>132. SODC LOCAL PLAN &amp; PROPOSED AIRFIELD DEVELOPMENT:</b></p> <p>No updates.</p> <p><b>133. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE:</b></p> <p><u>Transfer of Community Building</u></p> <p>(a) The Parish Council's solicitor had previously written with details of the draft Transfer, but the</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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<p>Parish Council had requested further information and plans on the interior of the building to ascertain what would be included.</p> <p>(b) The updated Transfer, along with updated plans, had been received and it was agreed to proceed with the Transfer; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all.</p> <p><u>Complaints</u></p> <p>(a) Complaints continued to be received regarding large construction vehicles accessing the site via the High Street and Mill Lane, and the mud on the roads.</p> <p>(b) All complaints had been reported to the developer, and escalated to County Council Highways, District Council Planning, and Cllr. Van Mierlo.</p> <p><u>Places For People Homes</u></p> <p>(a) A meeting had been scheduled with Greg Hilton, PpP Managing Director, on Thursday 21<sup>st</sup> September.</p> <p><b>134. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE:</b></p> <p>(a) Following an agreement that the Parish Council should meet with Miller Homes before they hand over the site to a management company, Parish Councillors and residents met with Allen Smith, Miller Homes Contract Manager, on the 14<sup>th</sup> July:</p> <ul style="list-style-type: none"> <li>- Miller Homes had insisted that the pond drained correctly; the Parish Council are to continue to assess it.</li> <li>- Miller Homes stated that they had no intention of maintaining the western ditch as it is not on their plans; the Parish Council had since checked the plans and confirmed that the ditch is within their boundary. Since the ditch is vital for flood alleviation, the matter is to be reported to the District Council's Planning Enforcement team.</li> <li>- Miller Homes had stated that the play areas had been passed over to 'the council'; the Parish Council can find no evidence of this.</li> <li>- Miller Homes stated that they regularly emptied the public waste bins; the Parish Council disputed this, as evidenced by the many reports to Environmental Health.</li> <li>- Miller Homes agreed that the green areas needed attention but reported that they were in a dispute with the groundwork team. They expected the work to be completed imminently. There is no evidence of any work having been completed as yet.</li> <li>- Miller Homes reported that they had contracted a Management Company, and that a resident's association is to be set-up.</li> </ul> <p>(b) Following the meeting, a letter is to be sent to Miller Homes and SODC Planning to set out the Parish Council's findings.</p> <p><b>CORRESPONDENCE:</b></p> <p>135. <u>Community Planting Project</u> The County Council had written regarding their community tree and woodland projects. The County Council are seeking community planting projects that support the expansion of the county's tree cover and promote the social &amp; environmental benefits they provide. The Parish Council are to ask for assistance in replacing the vandalised or damaged trees on the Jubilee Walk.</p> <p>136. <u>Community EV Microhubs Expression of Interest</u> The County Council wrote regarding a community EV microhubs scheme that will provide grants for EV charging infrastructure. Following previous discussions with the County Council regarding an interest in placing charge points in the Village Hall car park, the Parish Council are to formally register an interest in their scheme.</p> <p>137. <u>Remembrance Parade &amp; Service</u> The Vice Lord-Lieutenant of Oxfordshire had written to request that one of their representatives attend the parade and service. The Parish Council had responded to state that the Parish Council would be delighted. The Clerk is also scheduled to meet with Michael Lakey, St Marys Church, to discuss the plans in the next few weeks.</p> <p>138. <u>Proposals for Improved Rural Transport</u> The County Council wrote with their briefing document which outlines their proposals for new rural bus services, with the aim of restoring coverage removed some years ago. Comments are to be sent to them by the 29<sup>th</sup> September.</p> <p>139. <u>Highway Maintenance Open Day</u> The County Council had invited the Parish Council to their open day.</p> <p>140. <u>DEFRA Consultation on Protecting Hedgerows</u> The NDP Committee had requested that the Parish Council respond to a consultation to seek views on the best way to maintain and improve existing protections, as well as the approach to enforcement.</p> <p>141. <u>2023 NHT Public Satisfaction Survey</u> The County Council had written regarding a survey, in</p>	<p>JM</p> <p>ALL</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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order to better understand the Parish Council's opinion on Highway responsibilities.	
142. <u>Proposed Floodlighting</u> The Cavaliers U12s Assistant Manager wrote requesting that the Parish Council install flood lighting to the side of the Parish Council office in order to light up part of the Recreation Ground for training purposes throughout the winter months. The Parish Council spoke of their concerns regarding cost, maintenance, and security of the proposed lights and are to request that the Cavaliers look at other options first, such as portable lighting.	JM
143. <u>Planning Surgeries for Town and Parish Councils</u> The District Council wrote regarding their monthly surgeries whereby the Parish Council can discuss general planning queries.	
144. <u>Proposed Matthew Marriage Memorial Path</u> Matthew's family wrote to request that a pathway be installed around the Recreation Ground in Matthew's honour. It was agreed by all to seek quotations and then meet with the family to discuss further.	PW, JM
145. <u>Memorial Bench</u> A member of the public wrote to request whether a bench could be installed in memory of his father. Following discussion it was agreed by the Parish Council that a bench could be installed and used for several plaques requested by the public. Quotations are to be sought.	JM

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

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

(a) P23/S2005/HH	38 High Street	Rear garden extension to create a carer's annex NO OBJECTION
(b) P23/S1344/FUL	Land adjacent to 61 Brinkinfield Road	Erection of two dwellings OBJECTION
(c) P23/S2835/LB	159 High Street	Replacement of 5 windows NO OBJECTION
(d) P23/S2951/HH	23 Monument Road	Rear extension to existing dwelling to create a garden room. Closing in of existing porch and incorporation into habitable area. NO OBJECTION
(e) P23/S2931/LDE	60/62 High Street	Two rapid electric charging points NO OBJECTION

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

Cllr. Turner reported on Didcot infrastructure, tourism, Ukraine Independence Day, legionella, permitted development rights changes, bathing water status surveys, street trading, funding to increase biodiversity and encourage public access to green spaces, Wallingford's new updated splash facility, and the new Council headquarters.

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

Cllr. Van Mierlo reported on the new proposed rural bus services, community transport grants, EV charge points, OCC's fleet of electric vehicles, empty properties for Ukrainians, a trial of a longer lasting road surface, and the complaints due to the development at the west of the village.

**ACCOUNTS:**

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

**150. ACCOUNTS SANCTIONED FOR PAYMENT:**

007590	M. Bullen – youth club cleaning	£192.00
007591	B. Murphy – youth work	£130.00
007592	N. Kerridge – youth work	£507.00
007593	R. Murphy – litter picking	£372.00
007594	Watlington Parish Council – COMET bus ticket sales	£292.50
007595	Chris Lewis Ltd – CCTV repair	£237.98
007596	Churches Fire Ltd – fire equipment maintenance	£476.12
007597	Shield Maintenance – dog waste removal	£156.00
007598	A&W Grounds – grass cutting	£540.00
007599	Moore – external audit fee	£48.00
007600	Viking – office & cleaning supplies	£100.67
007601	Broxap Ltd – dog bin	£364.80
007602	Sam Turner & Sons – grounds equipment	£935.11
007603	GD Services – dishwasher	£3720.00
007604	SEFE Energy – gas supply	£60.40

007605	SSE – electricity supply	£981.70
007606	Replacement cheque for 007566	
007607	Countryside Estate Services	£1911.50

**ANY OTHER BUSINESS:**

151. Cllr. Pritchard reported that the County Council had started the repairs on the cracked wall on the High Street.

152. Councillors discussed the overgrowth in the brook near Rupert Close steps. It was noted that the resident was elderly and would require volunteer help.

JR

The meeting closed at 9.32pm

Signed: ..... Chair

**CHALGROVE PARISH COUNCIL**

**APPENDIX A**

**County Council Extinguishment Order Meeting – 21<sup>st</sup> August 2023**

**Present:**

- Cllr. Paul Waters
- Cllr. Jan Russell
- Cllr. David Turner
- Cllr. Ann Pritchard
- Mr. A. Sylvester, Oxfordshire County Council
- Mr. A. McEwan-James

**Purpose of Meeting**

A meeting was called between the Parish Council and County Council's Countryside Access Team to discuss:

- (a) the notice served on the County Council in accordance with the provisions of the Highways Act section 130a by a private individual; in relation to the 'removal of obstructions' - bollards, fencing and the skate park which presently encroach on the extent of Restricted Byway No. 20.
- (b) the Parish Council's Extinguishment Order application to stop up a section of Restricted Byway No. 20 in order to reduce the width of the route adjacent to the Skate Park.

**Section 130a Process**

- (a) A Section 130a process is a legal mechanism, introduced several years ago to allow members of the public to notify the local authority of an obstruction to a footpath, bridleway, restricted byway, or byway. The process is black and white.
- (b) It was noted that, from a legal perspective, the claims of obstruction are correct and include bollards, skate park fencing, and part of the concrete skate park.
- (c) The County Council have one month to respond to the notice. If the complainant does not agree with the proposed actions, they may proceed to Magistrates Court.
- (d) The Section 130 A-D Process can be found at Appendix A.

**Extinguishment Order**

- (a) The Parish Council's Extinguishment Order application had been submitted to the Parish Council on the 12<sup>th</sup> July 2023.
- (b) Within the application the Parish Council proposed to take the Skate Park fencing in by 1.5M, and to cut back any necessary shrubbery.

<p>(c) It was noted that the application would have been submitted much sooner, but that the Parish Council had been advised to wait for Mr. Knight's approval of the proposals. No such approval had been made and the Parish Council had agreed to proceed without it. It was also noted that the work to the fencing would have been undertaken sooner but there had been queries over the financial risk, with work being undertaken without the security of the Skate Park facility being safe from demolition, and the difficulties in finding a contractor to undertake the work.</p> <p>(d) The proposed area to be stopped-up, as detailed within the Extinguishment Order application, can be found at APPENDIX B.</p> <p>(e) Following discussions, and recommendations received from the County Council, the new proposed area to be stopped-up can be found at APPENDIX C.</p> <p>(f) The Parish Council are to submit an appendix to the Extinguishment Order to explain why we would like the extra section to be included.</p>	
<p><b><u>Footpaths</u></b></p>	
<p>(a) It was noted that, as part of the Extinguishment Order process, nearby footpaths would be assessed.</p> <p>(b) The County Council reported that both footpaths running across the Recreation Grounds were obstructed due to them going through the play areas, with the gates in the wrong positions.</p> <p>(c) It was recommended by the County Council that the footpaths be diverted, with the proposed routes shown at APPENDIX D.</p>	
<p><b><u>Actions Agreed</u></b></p>	
<p>It was agreed by all present that the following actions would be undertaken as a matter of urgency.</p>	JM
<p>(a) Bollards – a total of 17 bollards are to be removed from the car park (5 on one side, 12 on the other).</p>	JM
<p>(b) Fencing – the fencing is to be moved in by 1.5M, and high-viz tape is to be placed on the edges.</p>	AS & AMJ
<p>(c) Contractors – quotations are to be obtained for the above work, and the County Council are to recommend a contractor. It was agreed that the County Council representatives would meet with the contractors before the work took place to approve the measurements.</p>	JM
<p>(d) Shrubbery – the shrubbery is to be cut back as much as possible, without touching tree trunks, to widen the route as much as possible, and all overhang is to be cut back allowing a minimum height of 3.5M. Work to the shrubbery should not start until the 1<sup>st</sup> September, and the Parish Council committed to having the work done by the 7<sup>th</sup> September.</p>	JM JM
<p>(e) Extinguishment Order – an appendix is to be submitted to include the extra section.</p>	
<p>(f) Footpaths – a diversion application is to be submitted to the County Council.</p>	