

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 1st June 2023**.

Present:

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

Apologies Accepted: n/a

Not present: n/a

Members of the public: 1

36. The minutes of the meeting held 4th May 2023 were approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Ziemelis, agreed by all.

PUBLIC SESSION:

37. A Liddon Road resident attended the meeting to discuss her concerns over Planning Application P23/S1599/HH for 17 Liddon Road.

MATTERS ARISING:

38. VANDALISM & ASB:

Anti-Social Behaviour

(a) There had been no further issues within Youth Club.

(b) On the 24th May, Youth Club volunteers noticed plumes of smoke from Frogmore. Having called the School Caretaker to assist, they then put out a fire. Several young people were seen running away from the scene.

(c) The Parish Council had been informed that the incident involving a Year 5 student with a knife took place on the park at Chalgrove Meadows.

Litter

(a) Litter had increased dramatically on the Recreation Ground due to the nicer weather.

39. PARKING ISSUES & SPEED REDUCTION MEASURES:

Speed Indication Devices

(a) Parish Councillors had installed the SID on Berrick Road.

(b) It was noted that the device was taking data from both directions and Elancity had been contacted for further information on how to separate the data.

(c) BT are yet to respond regarding the low hanging wire on Mill Lane which would affect the SID.

High Street

(a) High Street residents had raised concerns over the parking of vehicles outside their property situated opposite the parade of shops, blocking their driveway, or making it difficult for them to exit/enter their property.

(b) An on-site meeting had been arranged to discuss the residents' concerns, with the County Council, Parish Council, residents, and County Councillor in attendance.

(c) The County Council Highways representative suggested that white lines be painted at a cost to the resident, and the Parish Council awaits the residents' comments and/or decision.

40. FOOTPATH INSPECTIONS:

(a) Thanks were given to those Councillors who had completed their footpath assessments.

41. CHAPEL LANE DOG BIN:

(a) Following complaints regarding the new Chapel Lane dog bin, due to the lack of a lid and concerns over the smell in the summer months, the Groundsman had removed the dog bin. The bin will be re-sited elsewhere following discussion by the Recreation Committee.

(b) A replacement bin has been ordered and will be installed in Chapel Lane upon delivery.

42. BOTTLE BANK:

(a) At the beginning of April, the Grundon driver left the bottle bank in an incredibly unsafe way. Following complaints made to Grundon, BIFFA, and the District Council the area was eventually fenced off for safety reasons. The District Council had written to report that they intend to permanently remove the bank and make the area good.

PW, JM

JM

JM

PW, JM

JM

(b) The Parish Council had queried whether this is necessary and whether the bottle bank could be repaired or replaced. The Parish Council await a response.	JM
43. SUMMER CELEBRATION:	
(a) Councillors were reminded of the Summer Celebration on Saturday 24 th June, 12 noon until 8pm.	ALL
44. FAMILY HUB AGM:	
(a) Cllrs. Waters, Turner and Pritchard had attended the AGM on the 17 th May, and the minutes had been distributed to all Councillors.	
(b) The Parish Council had been invited to attend the Family Hub Open Day on the 29 th June.	ALL
45. GIGACLEAR:	
(a) Gigaclear had installed an unsightly pipe across the brook, directly in front of heritage building.	
(b) Gigaclear, County Council Highways, and the Environment Agency had been contacted, and the Parish Council awaits their responses.	JM
46. HOLLANDTIDE SIGNAGE:	
(a) County Council Highways had been contacted regarding the requirement of a second 'single track' signage to be placed on Hollandtide. The Parish Council await their response.	JM
47. BROOK CLEARANCE:	
(a) The environment Agency had been contacted to request a back-brook clearance, and the Parish Council awaits their response.	JM
(b) It was reported that the watercourse under the bridge between 1 Marley Lane and The Lamb Pub was blocked, and it was noted that the Environment Agency had already met with the resident of 1 Marley Lane to discuss the issue.	
48. MATTERS UNRESOLVED: R&R Workshop, Parish Council Website, Standing Orders & Policies, Defibrillator, 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.	
49. FINANCE COMMITTEE	
<u>Internal Audit</u>	
Mr. G. Leaney had completed the internal audit for the 2022/2023 financial year on the 30 th May 2023. His report showed that appropriate accounting records and adequate internal controls had been kept throughout the year.	
<u>2022/2023 Accounts</u>	
(a) All Councillors approved the Parish Council accounts for the year 2022/2023; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all.	
(b) All Councillors reviewed the Annual Governance Statement (Section 1) 2022/2023 and then certified that it had been completed correctly; signed by the Chairman and Clerk (RFO).	JM
(c) All Councillors certified that the accounting statement (Section 2) 2022/2023 presented fairly the financial position of the Council and its income and expenditure; signed by the Chairman and Clerk (RFO).	
50. COUNCILLOR VACANCIES:	
(a) Following the uncontested election, the Parish Council has 3 vacancies.	
(b) The vacancies will be advertised in the usual way, with no deadline. As soon as the Parish Council receives an application, an interview will be conducted. The applicant will be co-opted so long as they fit all legal criteria.	PW, JM
51. RESTRICTED BYWAY AT THE RECREATION GROUND:	
<u>Extinguishment Order</u>	JM
(a) Measurements had been taken in order to formally decide the exact details for the Extinguishment Order.	
(b) Following examination of the measurements, and discussion, the Parish Council agreed to proceed with the Extinguishment Order to reduce the overall width of the Restricted Byway, and to take in the Skate Park fencing by 1.5M as previously discussed and agreed at an on-site meeting with the County Council.	JM PW, JM
52. RECREATION COMMITTEE:	
There had been no Recreation Committee meeting.	
<u>Skatepark</u>	JM
(a) Attempts had been made to find an alternative contractor to undertake the surface works but	

no quotations had been received.	
<u>MUGA</u>	PW
(a) Costs for MUGA re-surfacing had previously been approved. The order had been placed with Chiltern Sports, and the work will be undertaken when the weather allows.	
<u>Boot Scrapers</u>	AZ, JM
(a) An application had been made to the Everyone Active 2023/24 grant scheme, in order to fund 2 boot scrapers and the associated installation cost.	
<u>Site Visit</u>	JM
(a) A Recreation Committee meeting is required, on site, to discuss the placement of the dog bin (recently removed from Chapel Lane), trip hazards, and tree/hedge work.	
<u>Play Area Surface</u>	JM
(a) Quotations had been sought for the repairs required to the surface in the Under 8s Play Area and Over 8s Play Area.	
<u>Play Area Report</u>	
(a) Cllr. Waters continues to undertake the monthly assessment.	
53. VILLAGE HALL COMMITTEE:	CN, JM
<u>Project ViKToR</u>	
(a) Site visits are ongoing in order to obtain quotations for a new heating system, new air conditioning, and a replacement suspended ceiling.	
<u>Dishwasher</u>	JM
(a) A quotation had been received for a new dishwasher at £3100 ex VAT; to include the product, delivery, installation and product training. The cost was queried due to a Councillor finding the same model online for much cheaper and further quotations are to be obtained.	JM
(b) Service package quotations are to be sought.	
<u>Bar Area / 2nd Kitchen</u>	JM
(a) Following the leak in the bar area Shape Up Developments had fitted the new cupboard door.	
54. ALLOTMENT COMMITTEE:	
<u>Mill Lane Site</u>	
(a) It had previously been agreed to purchase stakes to rebuild the fence-line between the allotment site and the adjacent field. The Parish Council had been informed that the work would be undertaken by the allotment tenants. It was noted that the work had not yet started and the tenants are to be asked if they require assistance.	PW
(b) It had previously been agreed to purchase Type 1 stones for the car parking area. The Parish Council await the tenants to clear the area of compost and chippings before the delivery can take place.	
(c) Invoicing had been delayed due to the large number of tenants querying the size of their plots. Cllrs. Waters and Charman had re-measured the plots and invoicing will now be undertaken.	AP,AD,JR
<u>Bypass Site</u>	
(a) The Parish Council had recently approved costs of up to £500 to replace Bridge 3. Many contractors had been contacted but no quotations had been received.	
<u>Lamb Site</u>	
(a) Whilst the Parish Council do not own or manage this site, tenants had attended a previous meeting to request help accessing the site when the road is closed for the adjacent housing development.	
(b) Cllr. Waters spoke of his discussions with the site manager and Doctor's Surgery, and reported his intent to speak with the allotment site manager to discuss further.	JM
55. CHALGROVE NDP:	
(a) An NDP Committee meeting had taken place on the 2 nd May, and the minutes of the meeting can be found at Appendix A.	
(b) A letter of thanks and a gift is to be handed to Mr. Paul Boone for his involvement and outstanding quality of work throughout the appeal process and Inquiry.	
56. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:	
No updates.	PW,DT,JM
56. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE:	
<u>Transfer of Community Building</u>	
(a) Womble Bond Dickinson (UK) LLP had contacted the Parish Council's solicitor regarding the	

<p>transfer of the Community Building, and the Parish Council await further instruction.</p> <p>(b) A meeting is required with the Chalgrove Scouts to discuss the responsibilities of running a hall.</p> <p>(c) Places for People had clarified that all queries regarding the Community Building should be sent to Ridgpoint Homes.</p> <p><u>Complaints & Concerns</u></p> <p>(a) Repeated complaints have been received regarding the site, including muddy roads and footpaths and litter. Residents had been provided with the relevant contact details and asked to direct their complaint to Ridgpoint Homes</p> <p>57. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE:</p> <p>(a) A site meeting is required with Cllr. Turner and Cllr. Van Mierlo to discuss the outstanding works on the site, and Miller Homes are to be chased for a date.</p> <p>(b) Public concerns continue regarding the placement of the basketball area so close to attenuation pond.</p> <p>(c) Complaints are received daily due to Miller Homes not emptying bins or repairing broken play area equipment.</p> <p>CORRESPONDENCE:</p> <p>58. <u>Smokefree Community Fund</u> The County Council had written with details of funding to create smokefree signage for playparks/playgrounds. It was agreed by all to apply for funding for signage to be created for all recreational fenced-off areas; both Play Areas, MUGA, Tennis Court & Skate Park.</p>	JM
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59. PLANS (Parish Council decision only):

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

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|------------------|----------------|---|
| (a) P23/S1599/HH | 17 Liddon Road | Garage Conversion.
OBJECTION, with comments. |
| (b) P23/S1710/LB | 3 The Green | Replacement of rotten windows with a like for like units. NO OBJECTION. |

60. REPORT FROM THE DISTRICT COUNCILLOR:

Cllr. Turner reported on the District Council elections, Community Hub, Pride celebrations, available grants, Riverside refurbishments, and keep fit clubs.

61. REPORT FROM THE COUNTY COUNCILLOR:

No report received.

ACCOUNTS:

62. One cheque had been signed outside of the main Parish Council meetings; 007534.

63. ACCOUNTS SANCTIONED FOR PAYMENT:

007539	B. Murphy – youth work	£130.00
007540	N. Kerridge – youth work	£312.00
007541	R. Murphy – litter picking	£264.00
007542	Countryside Estate Services – groundsman	£1375.55
007543	Shield Maintenance Ltd – dog waste removal	£156.00
007544	A&W Grounds – grass cutting	£540.00
007545	SEFE Energy – gas supply	£359.71
007546	SSE – electricity supply	£269.01
007547	SODC – uncontested election fee	£200.00

ANY OTHER BUSINESS:

64. Cllr. Pritchard noted that the Chairman's Chain requires engraving.

65. Cllr. Dudley reported a broken bollard in the Village Hall car park.

66. Cllr. Turner noted that he had been made Chair of the District Council once again, and was congratulated by the Parish Council.

67. Cllr. Russell spoke of the broken High Street railings and noted that the plastic barriers kept falling into the road. The County Council are to be informed.

JM

JM

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.

68. HR COMMITTEE MEETING:

Youth Club Cleaner

(a) Candidates for the position of Youth Club Cleaner were shortlisted and invited to an interview on Monday 22nd May. Cllrs. Waters, Russell and Dudley formed the interview panel.

<p>(b) Mrs Maria Bullen was offered the position on a self-employed basis.</p> <p>(c) Ms Bullen had accepted the position and started her duties immediately.</p> <p>(d) All other candidates had been informed of the Parish Council's position.</p> <p><u>Caretaker</u></p> <p>(a) Candidates for the position of Caretaker were shortlisted and invited to an interview on Monday 22nd May. Cllrs. Waters, Russell and Dudley formed the interview panel.</p> <p>(b) Mr Craig Looker was offered the position on a PAYE basis.</p> <p>(c) Mr Looker had accepted the position, and had handed in his notice at his current position. The Parish Council await his start date.</p> <p>(d) All other candidates had been informed of the Parish Council's position.</p> <p><u>Street Cleaner</u></p> <p>(a) There had been no applicants for the position of Street Cleaner.</p>	
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Inclusion of the public: The public were no longer excluded.

The meeting closed at 8.50pm.

Signed: Chair

CHALGROVE PARISH COUNCIL

NDP Committee Meeting – 2nd May 2023

Present: Cllr. A. Pritchard Cllr. J. Russell Cllr. A. Dudley
Mr. P. Boone Mrs. A. Boone

Apologies Accepted: Mr. S. Reynolds

Not present: n/a

Notes taken by Mr. P. Boone

(a) Meeting Frequency - agreed to be monthly; next meeting Tuesday 30 th May at 7:00 at 30 High Street	
(b) AECOM - Ann/Anth/Jan to follow up with AECOM to obtain their draft of the design statement for review.	AP, AD, JR
(c) Chalgrove NDP - agreed that it needs to be updated. Paul/Annie to review the current NDP to see if it can be "tweaked" to avoid a follow-up referendum, or whether it needs a full update now that it is almost six years old. (NB - a 5 year cadence for full review of NDPs is becoming commonplace). Important to ensure we have policies that extend to the boundaries of the Parish.	PB, AB
(d) Communication - if there is to be a review sufficient to require referendum, an increase in communication is needed to ensure everyone understands what the NDP is, what it is for, and how it provides protection. Need to ensure the newer areas of the village are included.	ALL
(e) Paul/Jan to check which local Parishes have NDPs, and see if there is any interest in co-operating with other adjacent NDPs to increase the total area under the protection of combined NDPs	PB, JR
(f) For any advice or ideas, the ONPA group are more than happy to support us.	