

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 11<sup>th</sup> May 2023.**

**Present:** Cllr. P Waters, Chair Cllr. A. Pritchard  
Cllr. J. Russell, Vice-Chair Cllr. A. Dudley  
Cllr. A. Pritchard Cllr. A. Charman

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

**Not present:** n/a

**Members of the public:** None

**1. ELECTION OF THE CHAIR:** Cllr. Waters was unanimously elected as Chair; proposed Cllr. Pritchard, seconded Cllr. Charman, agreed by all.

**2. ELECTION OF THE VICE-CHAIR:** Cllr. Russell was unanimously elected as Vice-Chair; proposed Cllr. Waters, seconded Cllr. Nixey, agreed by all.

### **3. RECONSTITUTION OF COMMITTEES:**

**Allotments:** Cllrs. Waters (Chair), Russell, Nixey, and Charman.

**Communications:** Cllrs. Dudley (Chair), Russell, Pritchard, Waters, and Ziemelis.

**Footpaths & Lighting:** Cllrs. Waters, Russell, Turner, Dudley, and Charman.

**Finance & HR:** Cllrs. Russell (Chair), Waters, Pritchard, Dudley, and Charman.

**Planning:** Cllrs. Pritchard (Chair), Waters, Russell, Dudley, Nixey, and Charman.

**Recreation:** Cllrs. Waters (Chair), Russell, Pritchard, Turner, Nixey, and Charman.

**Village Hall:** Cllrs. Ziemelis (Chair), Russell, Waters, Pritchard, Dudley, and Charman.

**Youth Club Management:** Cllrs. Russell (Chair), Pritchard, Turner, and Charman. With Mrs. K. Potter.

**Emergency Planning:** All Councillors.

**Neighbourhood Development Plan Committee:** Cllrs. Pritchard, Dudley, and Russell. With Mr. P. Boone, Mrs. A. Boone, and Mr. S. Reynolds.

**Chalgrove In Need Charity Trustees:** Cllrs. Pritchard and Charman.

**Age Concern Trustees:** Cllrs. Pritchard and Dudley.

All members of Committees were proposed on bloc by Cllr. Pritchard, seconded by Cllr. Charman, and agreed by all.

4. The minutes of the meeting held 6<sup>th</sup> April 2023 were amended, approved and then signed by the Chair; proposed Cllr. Dudley, seconded Cllr. Russell, agreed by all.

### **PUBLIC SESSION:**

None.

### **MATTERS ARISING:**

#### **5. VANDALISM & ASB:**

##### Anti-Social Behaviour

(a) There had been no further bans at Youth Club, following the decision to restrict the intake to those living within Chalgrove only.

(b) An incident involving a Year 5 student with a knife had been reported to the Police. The Parish Council await further details from the Police to clarify whether the incident happened on Parish Council land.

(c) A car was vandalised in the Village Hall car park at approx. 8.45am on the 9<sup>th</sup> May.

(d) Young people were witnessed destroying the Coronation decorations on the High Street, made by the WI. Whilst there was a lot of discussion on social media, no Police report was made.

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

##### Speed Indication Devices

(a) The Berrick Road Speed Indication Device is to be installed on the 20<sup>th</sup> May, by a Parish Council working party.

(b) BT had not responded regarding concerns over the low hanging wire on Mill Lane which would affect the Speed Indication Device, and the matter had been escalated to OCC Highways.

JM

PW, CN

JM

<p><u>St Marys Parking Issues</u></p>	<p>JM</p>
<p>(a) A St Marys resident had previously written regarding their concerns over accessing and exiting their street due to cars parked opposite. They had escalated the issue with the Police and County Council. The County Council responded to state that they had taken over Civil Parking Enforcement in November 2021. They noted that it was not a legal requirement to park away from junctions, and that their concerns had been added to the list of queries that they are currently working their way through.</p>	
<p><u>High Street</u></p> <p>(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. They had also raised concerns over the large delivery lorry which parked opposite their property overnight with the generator running.</p> <p>(b) Having spoken to the District Council's Environmental Health Team regarding the noise pollution from the lorry, the lorry had started to park elsewhere.</p> <p>(c) A meeting had been arranged with the County Council Highway team to discuss the resident's concerns regarding parked cars. The meeting had unfortunately been cancelled due to ill health, and is to be rescheduled.</p>	
<p>7. FOOTPATH INSPECTIONS:</p>	<p>JM</p>
<p>(a) Thanks were given to those Councillors who had completed their footpath assessments.</p>	
<p>8. CHAPEL LANE DOG BIN:</p>	<p>JM</p>
<p>(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 Parish Council had made the decision to re-site the bin.</p>	
<p>(b) It was noted that the bin could not currently be emptied as an error had been made during installation and the lid could not be lifted. The bin must be dug out of the concrete in order to empty it. The work is to be completed by the Parish Council Groundsman.</p>	
<p>(c) The Recreation Committee are to meet and discuss re-locating the bin on the Recreation Ground.</p>	<p>PW, JM</p>
<p>(d) Quotations have been received for a replacement bin. Following discussion, the K-Nine Post Mounted Dog Waste Bin in red, at a cost of £220 ex VAT, was approved; proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by all.</p>	
<p>9. KING'S CORONATION:</p>	<p>JM</p>
<p>(a) It had been previously agreed to purchase coronation mugs, to be given to primary school age children within the village.</p>	
<p>(b) The mugs had been delivered, and distributed by the school.</p>	
<p>(c) The Council holds spare mugs for anyone wanting one for their child who attends school outside the village.</p>	
<p>(d) Any leftovers are to be offered to the Children's Centre.</p>	<p>JM</p>
<p>10. HIGH STREET WHITE RAILINGS:</p>	
<p>(a) It was previously agreed to seek quotations for the painting of the white railings on the High Street.</p>	<p>JM</p>
<p>(b) The County Council had been asked to make the necessary repairs to the railings prior to any painting work taking place.</p>	
<p>(c) It was suggested that the works could be completed by the soon to be appointed Caretaker.</p>	<p>JM</p>
<p>11. BOTTLE BANK</p>	
<p>(a) At the beginning of April, the Grundons driver left the bottle bank in an incredibly unsafe way.</p>	<p>JM</p>
<p>(b) Following complaints made to Grundons, BIFFA, and the District Council the area was eventually fenced off for safety reasons.</p>	
<p>(c) The District Council provided an update on the 9<sup>th</sup> May, stating that the bin was found to be severely rusted and therefore not redeemable, and that they were seeking quotations to permanently remove the bottle bank and make the area good.</p>	
<p>(d) The Parish Council are to query why the District Council can not replace the bottle bank, which is a popular resource within the village.</p>	
<p>12. SUMMER CELEBRATION</p>	<p>ALL</p>
<p>(a) Councillors were reminded of the Summer Celebration on Saturday 24<sup>th</sup> June, 12 noon until 8pm.</p>	

<p>13. MATTERS UNRESOLVED: R&amp;R Workshop, Parish Council Website, Standing Orders &amp; 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 &amp; Frogmore Culverts, CiLCA Qualification.</p> <p><b>14. COUNCILLOR VACANCIES:</b></p> <p>(a) Following the uncontested election, the Parish Council has 3 vacancies.</p> <p>(b) There is no requirement to advertise a notice of vacancy, and the Parish Council may proceed directly to co-option.</p> <p>(c) The vacancies will be advertised in the usual way, with no deadline.</p> <p>(d) 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.</p> <p><b>15. ANNUAL PARISH MEETING &amp; CROOKSTON SHIELD</b></p> <p><u>Annual Parish Meeting</u></p> <p>(a) The Annual Parish Meeting took place on Monday 24<sup>th</sup> April, with the Clerk and Chair providing reports on the previous and upcoming years.</p> <p>(b) All local organisations and groups had been personally invited.</p> <p>(c) Public attendance was incredibly low at just 4 people. The bad weather may have been a contributing factor.</p> <p><u>Crookston Shield</u></p> <p>(a) The Parish Council had received nominations for 9 separate people/groups/businesses.</p> <p>(b) Following a vote at the Annual Parish Meeting on the 24<sup>th</sup> April, the winner of the Crookston Shield 2023 was Naheed Qureshi for her work within Age Concern.</p> <p>(b) Naheed will be awarded the Shield and a cheque for £50 at the Age Concern session at the Village Hall on Tuesday 16<sup>th</sup> May.</p> <p><b>10. RESTRICTED BYWAY AT THE RECREATION GROUND:</b></p> <p><u>Extinguishment Order</u></p> <p>(a) The Parish Council had previously agreed to proceed with an Extinguishment Order, to protect the future of the Skatepark.</p> <p>(b) Measurements are needed to complete the application. Measurements are to be reviewed by the Parish Council following discussions on whether the fence needs to be moved in.</p> <p>(c) The Extinguishment Order application is to be reviewed by the Parish Council before it is submitted to the County Council.</p> <p>(d) A Parish Council working party is to take measurements on the 20<sup>th</sup> May.</p> <p><b>11. 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. The order had been placed with Chiltern Sports, and the work will be undertaken when the weather allows.</p> <p><u>Boot Scrapers</u></p> <p>(a) It had been previously agreed to seek quotations for boot scrapers, to be installed at the MUGA and/or Sports Pavilion.</p> <p>(b) Quotations were reviewed, and funding is to be sought from the Everyone Active funding scheme for a quantity of 2 x 1.2M boot scrapers at a cost of £558.00 ex VAT; proposed Cllr. Waters, seconded Cllr. Dudley, agreed by all.</p> <p><u>Site Visit</u></p> <p>(a) A Recreation Committee meeting is required, on site, to discuss the placement of the dog bin (previously at Chapel Lane), trip hazards, and tree work.</p> <p><u>Play Area Surface</u></p> <p>(a) Quotations had been sought for the repairs required to the surface in the Under 8s Play Area.</p> <p><u>Play Area Report</u></p> <p>(a) Cllr. Waters continues to undertake the monthly assessment.</p> <p><b>12. YOUTH CLUB COMMITTEE:</b></p> <p>(a) A Committee Meeting took place on the 20<sup>th</sup> April; the minutes of which are confidential for safeguarding purposes.</p>	<p>JM</p> <p>AP, JM</p> <p>PW, JM</p> <p>JM</p> <p>PW, JM</p> <p>PW, JM</p> <p>JM</p> <p>PW, JM</p> <p>JM</p>
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<p>(b) A letter had been sent to the Thames Valley Police Chief Constable regarding the Parish Council's concerns over the ongoing anti-social behaviour, and the drug dealing in and around the Recreation Ground.</p> <p>(c) There had been significantly less reports of anti-social behaviour since the decision to restrict intake to those living within Chalgrove only.</p> <p>(e) Quotations continue to be sought for the painting and new flooring.</p> <p>(f) The Crown Charity Committee had chosen Chalgrove Youth Club as one of their chosen charities for 2023.</p> <p><b>13. VILLAGE HALL COMMITTEE:</b></p> <p><u>Project ViKToR</u></p> <p>(a) Site visits are ongoing in order to obtain quotations for a new heating system, new air conditioning, and a replacement suspended ceiling.</p> <p><u>Dishwasher</u></p> <p>(a) It is now clear that the dishwasher can not be repaired, as replacement parts are not obtainable in this country.</p> <p>(b) Quotes are being obtained for a new appliance, with simplified functions.</p> <p>(c) Quotations are to be sought for maintenance cover.</p> <p><u>Bar Area / 2<sup>nd</sup> Kitchen</u></p> <p>(a) Following the leak in the bar area, causing the water supply to be turned off, Shape Up Developments had now repaired the water supply. We await the fitting of the new cupboard door.</p> <p><b>14. ALLOTMENT COMMITTEE:</b></p> <p><u>Mill Lane Site</u></p> <p>(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 have been informed that the work will be undertaken by the allotment tenants. Mr Brian Wilson is to purchase the materials and claim the expenses. We await the work to be undertaken.</p> <p>(b) It had previously been agreed to purchase Type 1 stones for the car parking area. We await the tenants to clear the area of compost and chippings before the delivery can take place.</p> <p>(c) Invoicing had been delayed due to the large number of tenants querying the size of their plots. A site visit is required by the Allotment Committee to re-measure the plots in order to create accurate invoices.</p> <p><u>Bypass Site</u></p> <p>(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.</p> <p>(b) Invoicing had been sent out.</p> <p><u>Lamb Site</u></p> <p>(a) Whilst the Parish Council do not own or manage this site, tenants had attended the last meeting to request help accessing the site when the road is closed for the adjacent housing development.</p> <p>(b) Cllr. Waters met with the development's site manager on the 26<sup>th</sup> April. Cllr. Waters noted that the site manager was very understanding and is prepared to work with the tenants to make access as easy as possible during the construction of the main road and pathway. This will not be for at least 12 weeks and, at the point of meeting, the site manager did not know the exact dates or plans.</p> <p>(c) Cllr. Waters had contacted Brook Surgery to request that allotment tenants have use of their car park in the evenings and during weekends. The Practice Manager agreed to discuss the proposal at the Partner's meeting.</p> <p><b>15. CHALGROVE NDP:</b></p> <p>(a) The NDP Committee had met with Aecom on the 14<sup>th</sup> April, and had walked through the village to assess the character areas. The Committee noted that it had been a successful meeting and that they are working on the follow-up questions.</p> <p>(b) An NDP Committee Meeting had been held; no minutes had been taken.</p> <p><b>16. SODC LOCAL PLAN &amp; PROPOSED AIRFIELD DEVELOPMENT:</b></p> <p>None.</p> <p><b>17. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE:</b></p> <p><u>Transfer of Community Building</u></p> <p>(a) Womble Bond Dickinson (UK) LLP have contacted the Parish Council's solicitor regarding the</p>	<p>JM</p> <p>AZ, JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>PW</p> <p>JM</p>
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transfer of the Community Building, and the Parish Council await further instruction. (b) A meeting is required with the Chalgrove Scouts to discuss the responsibilities of running a hall.	JM
<b><u>Complaints &amp; Concerns</u></b> (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 Ridgepoint Homes. (b) Many reports had been received regarding large construction vehicles using the village to access the development site. The site manager had responded to the Parish Council's concerns stating that they had raised the issue with their suppliers and were taking note of the number plates of vehicles who arrive from the wrong direction.	
<b>18. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE:</b> (a) A site meeting is required with Cllr. Turner and Cllr. Van Mierlo to discuss the outstanding works on the site. (b) Public concerns continue regarding the placement of the basketball area so close to the attenuation pond.	PW
<b>19. GLADMANS PLANNING APPEAL – P22/S1381/O</b> (a) On the 5 <sup>th</sup> May, the Parish Council were notified of the Planning Inspector's decision to dismiss the appeal. (b) Thanks were given to all those who had assisted with the enquiry. (c) A letter of thanks, along with a bottle of champagne, is to be sent to Mr. P. Boone for his valued assistance; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.	JM
<b>CORRESPONDENCE:</b> 20. <u>Waste Tours</u> The District Council wrote with details of their waste tours at the Viridor Ardley energy recovery facility, and the Severn Trent Green Power anaerobic digestion facility. 21. <u>No Mow May</u> A Brookside resident wrote to query whether the Parish Council would be taking part in No Mow May for the Recreation Grounds, verges, and the green at Brookside. It was clarified that long grass exacerbated dog mess issues and all Recreation Grounds would be mown as per the usual contract. The verges are owned by the County Council and the green at Brookside is owned by SOHA, both of whom had continued to keep their areas mowed. It was agreed by all that a wildflower area would be situated within the Memorial Garden next year. 22. <u>First Steps Family Hub AGM</u> An invitation had been received for the AGM on the 17 <sup>th</sup> May 2023. Cllrs. Waters and Pritchard are to attend.	PW, AP
23. <u>Gigaclear Complaint</u> A Mill Lane resident had reported work undertaken by Gigaclear, who had installed a unsightly pipe on the Mill Lane bridge, in front of the listed heritage building. During the installation process they had blocked several driveways with their equipment, and disturbed the nesting moorhens.	JM

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

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

(a) P23/S1354/HH	59/61 High Street	Proposed new vehicular access. NO OBJECTION, with comments, following a vote.
(b) P23/S1373/S73	Sylinger Solar, north of Rushy Furrow Lane	Time extension of +15 years to make it a 40 year installation. NO OBJECTON

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

Cllr. Turner wrote to report that his next monthly report would be at the June Parish Council meeting, due to the period of Purdah, and that he was very pleased to have been re-elected and pledges to continue to support all parishes in the Chalgrove ward.

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

No report received.

**ACCOUNTS:**

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

**28. ACCOUNTS SANCTIONED FOR PAYMENT:**

007523	B. Murphy – youth work	£78.00
007524	N. Kerridge – youth work	£429.00
007525	R. Murphy – litter picking	£300.00
007526	Countryside Estate Services – groundsman	£1363.99

007527	Shield Maintenance Ltd – dog waste removal	£156.00
007528	Churches Fire – alarm & lights testing	£355.90
007529	Cancelled cheque	
007530	A&W Grounds – grass cutting	£310.00
007531	Zurich – insurance	£5622.58
007532	Castle Water – water supply	£377.57
007533	SEFE Energy – gas supply	£477.34

**ANY OTHER BUSINESS:**

29. Cllr. Pritchard congratulated the Clerk for being invited to attend the Coronation of the King and Queen at Westminster Abbey.
30. Cllr. Dudley spoke of the need for 'single track' signage at Hollandtide; currently marked at one end but not the other.
31. Cllr. Charman spoke of the need for a brook clearance adjacent to Willow Mead.
32. Cllr. Charman reported two young people walking in the brook adjacent to Willow Mead, having been removed from a resident's garden. It was noted that the brook was highly dangerous in this area due to the silt.
33. Cllr. Waters praised the May Day Festival Committee for a successful event.
34. All Councillors thanked Cllr. Pritchard for her 22 years service as Chair.

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.

**35. HR COMMITTEE MEETING:**

Vacancies

- (a) Vacancy details had been placed within the public domain for the Youth Club Cleaner, Street Cleaner and Caretaker.
- (b) The deadline for applications is Friday 12<sup>th</sup> May.

Interviews

- (a) Cllrs. Waters, Russell and Dudley are to form the interview panel, agreed by all
- (b) The interview panel are to choose who to interview and who to employ/contract, agreed by all.
- (c) A date for interviews is to be arranged.

PW, JR, AD

JM

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

The meeting closed at 9.04pm.

Signed: ..... Chair