

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 1st February 2024.**

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

Apologies Accepted: Cllrs. Dudley and Charman

Not present: n/a

Members of the public: 1

259. The minutes of the meeting held 11th January 2024 were amended, approved and then signed by the Chair; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.

PUBLIC SESSION:

260. High Street Tree Work

(a) A former Parish Councillor offered to assist in the removal of a partly fallen large branch from a tree next to the Crown Pub. The Parish Council accepted the offer.

(b) A risk assessment is to be undertaken and the resident is to be accompanied by the Parish Council caretaker and a Parish Councillor for safety reasons.

JM, JW

261. Allotment Parking

(a) The Lamb Allotment Site Manager reported that the temporary parking during the road closure was working well, and that there were no further concerns.

MATTERS ARISING:

262. VANDALISM & ASB:

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

263. 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 on the 27th January. Unfortunately the work had been cancelled due to expected high winds.

(c) A revised date is to be set at the March meeting.

Parking & Vehicle Complaints

(a) There were no known complaints, despite continued High Street road works.

264. DEFIBRILLATOR:

(a) The defibrillator installation had been continuously postponed due to the chosen contractor being poorly. A new contractor is to be found.

JM

(b) The Clerk and Caretaker will undergo training before installation.

JM

(c) A social media campaign will highlight the installation of the defibrillator, and will encourage the public to undertake online training to ensure they are ready to use a defibrillator in the event of an emergency.

JM

265. CAVALIERS FOOTBALL CLUB:

Proposed Work To Recreational Areas

(a) The Cavaliers FC seek approval, in principle, to proceed with a project to install drainage in the Top Rec and Janes Meadow.

(b) The Cavaliers FC seek approval, in principle, to proceed with a project to level the ground on Janes Meadow and the Bottom Rec.

Project Funding

(a) It is the aim of the Cavaliers FC to obtain funding for the project via Oxfordshire Football Association.

(b) In order for this to happen, they would require a GMA report, and requested funding from the Parish Council to proceed. Following in-depth discussion by the Parish Council, it was noted that the report would be beneficial for both parties and a maximum amount of £5000 was approved, with a caveat that funding the GMA report was not a go-ahead for the project; proposed Cllr.

<p>Waters, seconded Cllr. Pritchard, agreed by all.</p> <p><u>Container</u></p> <p>(a) It had previously been agreed in principle for the Cavaliers FC to purchase and store a container.</p> <p>(b) The Cavaliers FC clarified their preferred location.</p> <p>(c) A 20ft container was again agreed in principle, with a request to check the distance from the pitch boundary line to ensure the necessary run-off.</p> <p><u>Bridge Weight Restriction</u></p> <p>(a) The Cavaliers FC requested the concrete bridge weight restriction in order to ascertain whether heavy goods vehicles (container and drainage) could access the land.</p> <p>(b) The County Council Bridge team have been contacted.</p> <p><u>Goal Post Funding</u></p> <p>(a) The Cavaliers FC requested that the Parish Council purchase goals on behalf of the club in order to save having to pay VAT. It was clarified that this was against the financial regulations.</p> <p>(b) The Cavaliers FC therefore asked the Parish Council for a donation of £1666.67 to cover the cost of the VAT so that they can proceed with the order for the goals. It was agreed by all 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 proven, to proceed with the funding; proposed Cllr. Winnard, seconded Cllr. Russell, agreed by all.</p> <p><u>MUGA Maintenance</u></p> <p>(a) The Chair of Cavaliers FC had assisted in obtaining grant funding for the MUGA in Little Milton, and work is about to commence. He proposed that Chalgrove and Little Milton share costs by purchasing the relevant equipment required to be used between both villages and stored within the Cavaliers container.</p> <p>(b) It was agreed by all that further information should be obtained; financial comparisons, warranty details, and the logistics of storing and moving the equipment between two villages.</p> <p>266. SCHOOL CROSSING PATROL OFFICER:</p> <p>(a) Following a resident's research into the requirements for a School Crossing Patrol Volunteer for Chalgrove Primary School, the Primary School had agreed to take this further.</p> <p>(b) The Clerk had asked to speak with the School's headteacher and business manager to determine what will be asked of the Parish Council, and they have been chased for a meeting date.</p> <p>267. MATTHEW MARRIAGE MEMORIAL:</p> <p><u>Memorial Path</u></p> <p>(a) Following a meeting with Gail and Michael Marriage, quotations are to be obtained for a pathway around the recreation ground, along with funding opportunities.</p> <p>(b) The draft path layout was discussed, and no changes made at this time.</p> <p>(c) The Marriage family are aware of the difficulties in undertaking any work whilst the Parish Council await the decision of the Extinguishment Order (to reduce the width of the Restricted Byway).</p> <p><u>Memorial Bench</u></p> <p>(a) Details of the Parish Council's usual contractor have been provided to the Marriage family in order for them to discuss the installation of a bench.</p> <p>(b) The Marriage family are aware that they will need to cover the cost of the bench.</p> <p>268. PARISH COUNCIL WEBSITE:</p> <p>(a) The Parish Council have a new website: www.chalgrove.org</p> <p>(b) The domain name is managed via GoDaddy, and the website is managed via HugoFox.</p> <p>(c) The Parish Council email address has changed to clerk@chalgrove.org</p> <p>(d) The previous email address will continue for another few months, with emails being forwarded to the new address, and the account will then be cancelled.</p> <p>269. CHAIR'S CHAIN:</p> <p>(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. It had previously been agreed that Cllrs. Pritchard and Dudley would take the chain to be engraved.</p> <p>(b) An engraving company is to be sought and contacted in order to undertake the work.</p>	<p></p> <p>JM</p> <p></p> <p>JM</p> <p></p> <p>JM</p> <p></p> <p>JM</p>
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<p>270. NEWSLETTER: (a) The Communications Committee are to meet and discuss the content.</p>	JM
<p>271. ROLES & RESPONSIBILITIES WORKSHOP: (a) A Roles & Responsibilities Workshop will be held for all Councillors in April, which allows Councillors to understand their responsibilities as a Councillor and Committee Chair, in preparation for the May Annual General Meeting.</p>	
<p>272. MATTERS UNRESOLVED: 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.</p>	
<p>273. 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.</p>	JM
<p>274. OUTSTANDING ACTIONS – SODC/OCC/EA/TW (a) It had been noted by the Parish Council that there were several outstanding works to be undertaken by other authorities, most of which had been outstanding for over a year. (b) Each authority is to be contacted and asked for updates. (c) SODC Outstanding Actions: planning enforcement for Chalgrove Meadow, planning enforcement for 73 Mill Lane, Mill Land street sign, Brinkinfield Road street sign. (d) OCC Outstanding Actions: High Street railing repair, Chapel Lane concrete ledge, High Street collapsing wall, Marley Lane leaking manhole, Monument Road leaking manhole. (e) Thames Water Outstanding Actions: Debris surrounding pipe behind 8 Berrick Road. (f) Environment Agency Outstanding Actions: Several trees down in the Back Brook.</p>	JM
<p>275. RESTRICTED BYWAY AT THE RECREATION GROUND: No updates.</p>	
<p>276. CHALGROVE VOLUNTEER GROUP: (a) Following in-action by other authorities, several of the disbanded village groups are to be resurrected, and led by Paul Boone and Jan Russell. (b) The notes of their meeting were distributed and reviewed by all Councillors. (c) The Parish Council are to include an article detailing their work within the next newsletter.</p>	JM
<p>277. RECREATION COMMITTEE: There had been no Recreation Committee meeting. <u>Skatepark</u> (a) Attempts are being made to find an alternative contractor to undertake the surface works.</p>	JM
<p><u>Play Area Report</u> (a) The Caretaker had undertaken the monthly assessment.</p>	
<p><u>Committee Meeting</u> (a) A meeting is required to discuss: - MUGA ongoing maintenance - ROSPA annual report - Restricted Byway Signage & Recreation Ground Signage - Tree Survey - Boot scrapers</p>	JM
<p>278. ALLOTMENT COMMITTEE: There had been no Allotment Committee meeting. <u>Committee Meeting</u> (a) A meeting is required to discuss: - water bills - 2024/2025 rents</p>	JM
<p><u>Bypass Bridge</u> (a) No further action has been taken on the Bypass site bridge, due to unavailability of sleepers. (b) In order to get the action resolved quickly, a quotation has been obtained for a contractor to undertake the work. The cost of £642 was approved; proposed Cllr. Ziemelis, seconded Cllr. Pritchard, agreed by all.</p>	
<p>279. EMERGENCY PLANNING COMMITTEE: There had been no Emergency Planning Committee.</p>	

<u>Committee Meeting</u>	
(a) A meeting is required to discuss: - The Parish Council's Emergency Plan - Flood alleviation - Emergency storage container (b) Meeting date to be discussed within the 'Dates' section of the agenda.	JM
280. CHALGROVE NDP:	
(a) The Design Code consultation finishes on Wednesday 31 st January. (b) All responses will be collated, reviewed, and then further discussions will take place with the District Council.	JM
281. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:	
<u>Joint Local Plan 2041</u>	
(a) The District Council had introduced two further ways to respond to the consultation: 1. Nutshell Consultation: Read summaries of the preferred options across key topics - for a quicker way to have your say. 2. Preferred Options Consultation: Comment on policy options, preferred options, draft policies, supporting documents and emerging policies map - to provide a more in-depth response.	
(b) The links to both can be found on the Parish Council website.	
(c) The District Council wrote regarding their Local Plan event on the 8th February 2024. Cllr. Russell is to attend.	JR
<u>Proposed Airfield Development</u>	
(a) Further to the District Council's proposal to remove Chalgrove Airfield from the Joint Local Plan 2041, the SHIELD group had distributed a leaflet to all homes.	
282. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE:	
<u>Community Building</u>	
(a) The Clerk had signed the Community Building Transfer Contract in the presence of the legal secretary, and we await further information.	
(b) The Parish Council require a formal answer from the Scouts Group to ascertain whether we now proceed in drafting a lease agreement. A meeting is to be arranged.	JM
283. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE:	
<u>Enforcement</u>	
(a) The Parish Council await responses from the District Council Planning Enforcement team, Miller Homes and RMG regarding the continued issues and outstanding actions:	
- the lack of maintenance on the western ditch - the positioning of a basketball net close to an unsafe body of water - lack of maintenance on the attenuation pond - concerns over the green areas which had not been levelled out, nor maintained - the lack of bin emptying on the site - Miller's unclear statement that the play areas had been passed to 'the Council'	
CORRESPONDENCE:	
284. <u>Oxford Direct Services</u> , a company owned by Oxford City Council, wrote regarding the maintenance services that they provide. They are to be contacted regarding work required within the Parish Office.	JM
285. <u>An Oxford University student</u> contacted the Parish Council to obtain Neighbourhood Planning research for her dissertation. Cllr. Ziemelis is to contact her and answer any questions that she has.	AZ
286. <u>A Community Litter Pick</u> has been organised by Cleaner Chalgrove as part of the Great British Spring Clean Scheme, and will take place on Saturday 23 rd March.	
287. <u>The Watlington Relief Road Consultation</u> is open until the 2 nd March 2024.	
288. <u>The Walking Football group</u> wrote with feedback on the new MUGA surface, stating that it was a huge improvement on the previous surface, evidenced by the ability to play on it throughout the winter months.	
289. <u>The May Day Festival</u> wrote to ask whether the Parish Council require a stall at this year's upcoming festival. It was agreed by all that it was not required this year.	
290. <u>Oxfordshire Community First</u> wrote regarding their 2024/2025 subscription fee. The cost of £70 was approved; proposed Cllr. Pritchard, seconded Cllr. Turner, agreed by all.	

291. PLANNING APPLICATIONS: (Parish Council decision only):

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

(a) P24/S0143/LDP	64 High Street	Proposed Lawful Development for a rear store to replace the existing fridge and extension on site. NO OBJECTION
(b) P24/S0189/S73	60B & 60C High Street	Relaxation of conditions 5-11 (P23/S1949/S73) until the end of summer 2024 due to delays with the supply of solar panels. NO OBJECTION
(c) P24/S0228/S73	Lane next to Ireton House	Variation of condition 19 (P19/S4413/O) to omit street lighting. NO OBJECTION

(d) The council has refused a planning application from Obsidian, reference P23/S0008/O, for 150 new homes at the following at Monument Road.

292. REPORT FROM THE DISTRICT COUNCILLOR:

Cllr. Turner reported on the Local Plan 2041, the Great British Spring Clean, nature recovery, green businesses, the Draft Primary Care Strategy, SODC budget 2024/2025, February half-term activities, and Cornerstone.

293. REPORT FROM THE COUNTY COUNCILLOR:

Cllr. Van Mierlo provided a report on OCC budget 2024/2025, the Watlington Relief Road consultation, funding for a new SEND school, Fix My Street improvements, mobility hubs, planned capital highway maintenance map, household waste and recycling, HGVs, lane rental scheme, bus fares, electric buses, Benson relief road, Marley Lane flooding issues, and the rejected Gladman planning application.

ACCOUNTS:

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

295. ACCOUNTS SANCTIONED FOR PAYMENT:

007688	M Bullen – youth club cleaning	£192.00
007689	N Kerridge – youth work	£429.00
007690	B Murphy – youth work	£78.00
007691	R Murphy – litter picking	£276.00
007692	Devey Tree Care – tree work	£3576.00
007693	Viking – office & cleaning supplies	£132.67
007694	Shield Maintenance – dog waste removal	£156.00
007695	Countryside Estate Services – groundsman	£1271.79

ANY OTHER BUSINESS:

296. Cllr. Winnard reported that many drivers were ignoring the 20mph speed limit, and queried whether temporary traffic calming measures, such as chicanes, could be used. A query is to be submitted to Cllr. Van Mierlo and the Highways team.	JM
297. Cllr. Ziemelis requested a Village Hall Committee meeting to discuss Project ViKTor.	
298. Cllr Waters proposed that there be an induction for new Councillors. It is to be included within the upcoming Roles & Responsibilities Workshop.	JM
299. Cllr. Waters queried the need for the B480 traffic lights as there was no evidence of any work being undertaken. Queries are to be made with Highways.	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.

300. HR COMMITTEE MEETING:Clerk Performance Review

The Clerk's performance review was undertaken by Cllrs. Waters and Russell on the 26th January.

Clerk Salary Increase

(a) The updated Government pay-scales for Clerks had been received and reviewed by Cllrs. Waters and Russell, and agreed by all.

Project Clerk's Office

(a) Following the review it was ascertained that the office was not fit for use, with no heating, inadequate seating, lack of storage, plus the general outdated décor.

(b) Cllr. Waters and Russell are to work with the Clerk to bring the relevant costing to full Council for approval.

(c) The project will involve the shredding of unrequired documents and digital scanning of required documents.

Clerk's Qualification – Cilca	
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(a) The Clerk is to begin the process of applying to undertake Cilca.

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

The meeting closed at 9.05pm

Signed: Chair