

## CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 6<sup>th</sup> July 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:** None

69. The minutes of the meeting held 1<sup>st</sup> June 2023 were approved and then signed by the Chair; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.

<p><b>PUBLIC SESSION:</b> None.</p> <p><b>MATTERS ARISING:</b> 70. VANDALISM &amp; ASB: <u>Anti-Social Behaviour</u> (a) There had been no issues on Parish Council land or within Parish Council facilities. (b) A Mill Lane resident had reported anti-social behaviour including two young boys riding a mobility scooter on the road at 2am, for two nights running. The matter had been reported to the Police and, having identified one of the boys, the parents are to be contacted by the Police who have particular safeguarding concerns over a young child being out so late. <u>Noise Complaint</u> (a) The Parish Council had received a noise complaint following a hirer's use of the Hall on Saturday 10<sup>th</sup> June 2023. (b) SODC's Environment Officer had written with details of the complaint, whereby a High Street resident reported that music was being played very loudly at 1am. (c) The hirer of the hall provided evidence to the Parish Council that the bar had closed at 11.50pm, and that the music had been switched off at the same time. (d) The Parish Council are to respond to SODC stating that (i) the live band played until 11pm, with much quieter music played afterwards until approximately 11.50pm at which point everyone had left apart from the party organisers. (ii) two other events with loud music had been held on the same night. (e) Whilst the Parish Council do not believe that the Hall was the culprit for the late night noise nuisance, it was noted that the live band could have exacerbated the issue earlier in the night due to the heat and everyone having their windows open. SODC are to be asked for more information regarding the appropriate decibel levels for indoor noise with and without windows open. <u>Chief Constable</u> (a) Cllr. Pritchard had previously written to the Chief Constable regarding anti-social behaviour issues and other matters. (b) An interim response had been received stating that the Parish Council's concerns had been forwarded to the Local Police Area Commander, Superintendent Lewis Prescott-Mayling, to deal with on behalf of the Chief Constable and also for the awareness of the neighbourhood officers. The Parish Council await further contact.</p> <p>71. PARKING ISSUES &amp; SPEED REDUCTION MEASURES: <u>Speed Indication Devices</u> (a) Following the installation of the SID on Berrick Road, it was noticed that the device was showing the speed of vehicles coming from <u>behind</u> the device as well as towards it. This was reported to ElanCity in order to query how to just show details of cars approaching the device; Elancity noted that their devices don't record from both directions, and video footage was to be forwarded to them as proof. (b) It was noted that other SIDs were placed lower down the pole than the device on Berrick Road.</p>	<p>JM</p> <p>JM</p> <p>PW</p> <p>CN</p>
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<p>The device is to be lowered.</p> <p>(c) BT had responded regarding the low hanging wire on Mill Lane which would affect the SID, but are yet to complete the necessary works.</p> <p><u>High Street</u></p> <p>(a) Further to an on-site meeting held with residents, County Council Highways, and the Parish Council to discuss the resident's concerns over the parking of vehicles outside their property opposite the parade of shops, it had been suggested that white lines be painted at the entrance to their two driveways at a cost to the residents, and the Parish Council await their comments.</p> <p>(b) The residents had since written to the Parish Council stating that their main concern was to stop people from parking in-between their two driveways</p> <p>(c) Comments had been received from the County Council Highways Officer who stated that the residents may pay for an access protection marking (APM [white line]) to cover their private accesses but the area in-between has ample room for a vehicle to park. Therefore it is not appropriate for an APM to run continuously over and between both private accesses. It was noted that one section of dropped kerb is wider than the current access, which is unusual, however does not prevent a vehicle parking sensibly in-between.</p> <p>The County Council also noted the wider context of the area which has recently become 20mph and has not got any significant injury collision history associated with inappropriate parking.</p> <p>(d) It was agreed by all that there is no further action that the Parish Council can take.</p>	
<p><u>Speeding</u></p> <p>(a) A High Street resident reported speeding by the various bus drivers.</p> <p>(b) The Clerk had written to Thames Travel, OCC Transport Team (Icknield buses), and Heyfordian (Henley College bus) as a reminder that the speed limit within Chalgrove is now 20mph, and to ask that they pass on the reminder to their route managers and drivers. Thames Travel had responded with thanks for alerting them to the issue, but there had been no response from the County Council or Heyfordian.</p>	
<p>72. CHAPEL LANE DOG BIN:</p>	
<p>(a) A replacement bin had been ordered and will be installed in Chapel Lane upon delivery.</p>	JM
<p>73. BOTTLE BANK:</p>	
<p>a) Following the District Council's decision to permanently remove the bottle bank, The Parish Council had queried whether their decision was necessary and whether we could have a new/repared bottle bank.</p>	
<p>(b) The District Council had written to state that the bottle bank had become dangerous during the collection of the material; the lifting mechanisms had rusted and snapped. Given that the District Council supply each household with a fortnightly kerbside collection of glass, they felt that there is no longer a requirement for this bottle bank, and they are in the process of arranging for removal and reinstatement of the area by their grounds maintenance team.</p>	
<p>(c) An article is to be placed in the public domain.</p>	JM
<p>74. SUMMER CELEBRATION:</p>	
<p>(a) The Summer Celebration took place on Saturday 24<sup>th</sup> June.</p>	
<p>(b) Thanks were given to Cllr. Paul Waters for organising the community event, and managing the event on the day. It was a very successful event with approximately 350 people in attendance, despite the intense heat. Thanks were also given to the bands and the young helpers.</p>	
<p>(c) A de-brief took place between Cllr. Waters and the Clerk where the following matters were discussed:</p>	
<p>(i) Marketing: Despite the numerous posters around the entire village, direct letters to the entirety of Chalgrove Meadows along with Hardings, Baronshurst and Chibnall, and daily social media posts, there were messages online from people stating that they didn't know about the event. It was suggested that leaflets are posted through every door next year, and that funding should be sought to have them delivered by Royal Mail.</p>	JM
<p>(ii) Signage: Better signage is required to direct the public to the Youth Centre toilets.</p>	JM
<p>(d) It was agreed by all to hold another Summer Celebration in 2024 and funds are to be discussed at the annual budget meeting towards the end of the year.</p>	
<p>75. FAMILY HUB OPEN DAY:</p>	
<p>(a) Cllrs. Pritchard and Russell had been scheduled to attend the Open Day on the 29<sup>th</sup> June, but were unable to attend due to an urgent NDP Committee meeting.</p>	

<p>76. GIGACLEAR:  (a) Gigaclear had installed an unsightly pipe across the brook, directly in front of a heritage building.  (b) Gigaclear had responded on the 19<sup>th</sup> June stating that the County Council bridge team had given them permission to cross, and that they have retrospectively registered an exemption with the Environment Agency.  (c) The Parish Council are to write to the County Council Bridge Team and the Environment Agency to object to the pipe.</p>	JM
<p>77. BROOK CLEARANCE:  (a) The Environment Agency had been contacted to request a back-brook clearance, and the Parish Council await their response.  (b) A resident from Marley Lane had met with the Environment Agency regarding the blocked watercourse under the bridge between their property and The Lamb Pub. The Parish Council are unaware of the results of that meeting.</p>	
<p>78. HIGH STREET RAILINGS:  (a) The Parish Council Caretaker is to undertake the work required to clean and paint the railings. He will do this in sections, and work around other duties.</p>	
<p>79. 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.</p>	AP, AD
<p>80. 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.</p>	
<p><b>81. COUNCILLOR VACANCIES:</b>  (a) The Parish Council has 3 vacancies.  (b) One application had been received and details had been distributed to all Councillors.  (c) An interview is to take place on Monday 17<sup>th</sup> July, and it was agreed by all that the interview panel would be made up of 3 Councillors; Cllrs. Waters, Russell, and Dudley.  (d) Following the interview, the matter will be discussed by the full Council at the next meeting.  (e) Subject to the applicant's suitability, their first Parish Council meeting will be on the 7<sup>th</sup> September.</p>	PW, JR, AD, JM
<p><b>82. REGISTER OF INTERESTS:</b>  (a) Further to all Councillors having completed a Register of Interest following the May Election, the Monitoring Officer had noted errors.  (b) All forms are to be amended, initialled, and resubmitted.</p>	ALL
<p><b>83. RESTRICTED BYWAY AT THE RECREATION GROUND:</b>  <u>Extinguishment Order</u>  (a) The Parish Council had previously agreed to proceed with the Extinguishment Order application, with a commitment to take in the Skate Park fencing by 1.5M should the Order be successful.  (b) The Parish Council reviewed the application and appendices.  (c) The application is to be submitted; agreed by all.</p>	JM
<p><b>84. RECREATION COMMITTEE:</b>  There had been no Recreation Committee meeting.  <u>Skatepark</u></p>	
<p>(a) Attempts are being made to find an alternative contractor to undertake the surface works.  <u>MUGA</u>  (a) Costs for MUGA re-surfacing had previously been approved.  (b) Having chased a start-date, Chiltern Sports had responded to report that they hope to complete the works late August / early September.  (c) A regular user of the MUGA has requested netting to be placed above the fencing to avoid balls being kicked beyond the fence-line. It was agreed by all that this would be an unnecessary expense due to already having such a high fence, and could pose a risk to birds.</p>	PW, JM
<p><u>Boot Scrapers</u>  (a) An application has been made to the Everyone Active 2023/24 grant scheme, in order to fund 2</p>	

<p>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 and Parish Council are to hold an official Outdoor Table Tennis Open Day on 18<sup>th</sup> August from 10am 'till 12 noon.</p> <p>(b) Multisports will also be available on the Recreation Ground.</p> <p><u>Play Area Report</u></p> <p>(a) Cllr. Waters continues to undertake the monthly assessment.</p> <p>(b) It was agreed by all that further monthly checks be undertaken as part of the Caretaker's responsibilities.</p> <p>(c) ROSPA wrote to report that their inspection of the Play Areas is scheduled to take place during July. During busy periods the inspection may be undertaken in August.</p> <p><b>85. 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) A quotation has been received for a new dishwasher, following recommendations.</p> <p>(b) The cost of £3100 ex VAT – to include the product, delivery and installation and product training – was approved; proposed Cllr. Waters, seconded Cllr. Charman, agreed by all.</p> <p><b>86. 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 had been informed that the work will be undertaken by the allotment tenants but it had become clear that they need assistance. Mr Brian Wilson had queried who is responsible for the fencing and questioned whether it is the adjacent landowners responsibility. At the previous meeting, Cllr. Nixey offered to speak with Brian Wilson. It was agreed by all to ask the Caretaker to assess the fencing.</p> <p>(b) It had previously been agreed to purchase Type 1 stones for the car parking area. The Parish Council had waited for the tenants to clear the area of compost and chippings before the delivery could take place, and this is now done. The ground is currently too hard to spread the stones and it was suggested that they be delivered and spread in October. It was agreed by all to order the stones with the Caretaker on site to oversee the spreading of the stones.</p> <p>(c) Mr Brian Wilson has requested to be re-instated as Site Manager for the Mill Lane Site. It had previously been agreed that site managers were no longer required on either site and therefore there will be no re-instatement.</p> <p><u>Bypass Site</u></p> <p>(a) The Parish Council Caretaker had visited the site to assess the bridge and reported that he is capable of undertaking the work, with help.</p> <p><u>Lamb Site</u></p> <p>(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.</p> <p>(b) The Parish Council awaits further updates from the site manager.</p> <p><b>87. COMMUNICATIONS COMMITTEE:</b></p> <p>(a) It was agreed by all to draft the next newsletter.</p> <p>(b) A cost of £425 ex VAT for a quantity of 1400 newsletters was approved; proposed Cllr.</p>	<p>PW, JM</p> <p>JM</p> <p>PW, JM</p> <p>AZ, JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>PW</p> <p>JM</p>
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<p>Pritchard, seconded Cllr. Dudley, agreed by all.</p> <p><b>88. YOUTH CLUB COMMITTEE:</b></p> <p>(a) Ms. Brenda Bradford, Watlington Parish Council Chair of the Youth Club Committee, had written for advice following the closure of their Youth Club.</p> <p>(b) She is to meet with the Youth Club Committee on the 20<sup>th</sup> July.</p> <p><b>89. CHALGROVE NDP:</b></p> <p>(a) Cllrs. Russell, Pritchard, and Dudley reported that they had met to discuss the design code.</p> <p>(b) AECOM had submitted their first draft, and the NDP Committee had submitted their comments.</p> <p><b>90. SODC LOCAL PLAN &amp; PROPOSED AIRFIELD DEVELOPMENT:</b></p> <p>No updates.</p>	<p>JR</p>
<p><b>91. 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 had contacted the Parish Council’s solicitor regarding the transfer of the Community Building, and the draft Transfer had been passed to the Parish Council.</p> <p>(b) It was noted that the Transfer plans did not include any of the internal design or facilities, and the Parish Council are to ask for clearer details.</p>	<p>JM</p>
<p><u>Complaints &amp; 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 Ridgepoint Homes</p>	
<p><b>92. 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, a site meeting had been scheduled with Mr. Allen Smith, Miller Homes Contract Manager, on Friday 14<sup>th</sup> July. Cllrs. Waters and Russell are to attend.</p> <p>(b) The District Councillor, Cllr. Turner, and County Councillor, Cllr Van-Mierlo, are to be invited to the meeting, along with representatives of Chalgrove Meadows.</p> <p>(c) Miller Homes are to meet with their chosen Management Company on the 19<sup>th</sup> June.</p> <p>(d) The County Council had confirmed that they still hadn’t received a Section 38 or Private Street Application from Miller Homes.</p>	<p>PW, JR</p> <p>DT</p>
<p><b>CORRESPONDENCE:</b></p> <p>93. <u>Gladmans Appeal Advice</u> Chinnor Parish Council and Sydenham Parish Council had written to request advice regarding Rule 6 Party status and Chalgrove Parish Council’s experiences throughout the appeal process.</p>	<p>JR</p>
<p>94. <u>Highway Maintenance Open Day</u> The County Council wrote to invite the Parish Council to their depot open day on the 15<sup>th</sup> July.</p>	
<p>95. <u>South &amp; Vale Air Quality Action Plan</u> The District Council wrote regarding their draft Air Quality Action Plan 2023-27, and their 6 week consultation which ends on the 27<sup>th</sup> July.</p>	
<p>96. <u>SODC Waste Service Consultation</u> The District Council wrote regarding their local household waste and street cleaning services survey. The survey ends on the 10<sup>th</sup> July.</p>	
<p>97. <u>Fallen Tree</u> A landowner adjacent to the Recreation Ground had previously reported a fallen tree onto their land. It had been clarified that the tree had fallen from a farmer’s land and the farmer had been contacted to remove it. The landowner had made contact again as the tree had not been removed and, as the farmer is a Parish Councillor, asked the Parish Council to intervene. The Parish Councillor stated that he would not be removing the tree until after the harvest.</p>	<p>CN</p>
<p>98. <u>OCC County Councillor Fund</u> The County Council wrote with details of the Councillor Priority Fund which is open for applications until the 30th November 2024. Each County Councillor has a budget of £15,000 which they can allocate to projects in their divisions over the next two financial years. Funding is allocated by Councillors on a rolling basis and early applications are encouraged.</p>	
<p>99. <u>Community First Conference</u> Community First had written regarding their ‘Community-led Stewardship: Shaping Resilient, Sustainable Places’ conference on the 15<sup>th</sup> September. Details of the event had been sent to the NDP Committee.</p>	<p>JR</p>

**100. 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.
	(amended plans)	OBJECTION

(b) P23/S1777/HH	27 Sixpenny Lane	Rear extension and garage conversion. NO OBJECTION
(c) P23/S0008/O	Land at Monument Road (amended plans)	Outline planning for 150 dwellings. OBJECTION
(d) P23/S1913/HH	125 High Street	Proposed garage extension. NO OBJECTION
(e) P23/S1949/S73	60A/66B High Street	Variation of Condition 6 to install solar panels once available. NO OBJECTION, with comments
(f) P23/S1946/HH	7 Sixpenny Lane	Part rear/side single storey extension. NO OBJECTION
(g) P23/S1688/HH	6 Fairfax Road	Front and porch extension. NO OBJECTION, with comments

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

Cllr. Turner reported on fly-tipping, Refugee Week, Waste Services survey, proposed new council HQ, and the proposed bathing water statuses for Wallingford and Henley.

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

No report received.

**ACCOUNTS:**

103. One cheque had been signed outside of the main Parish Council meetings; 007548.

**104. ACCOUNTS SANCTIONED FOR PAYMENT:**

007548	L. Muppidi – summer celebration	£1500.00
007553	M. Bullen – youth club cleaning	£240.00
007554	B. Murphy – youth work	£104.00
007555	N. Kerridge – youth work	£429.00
007556	R. Murphy – litter picking	£360.00
007557	Shield Maintenance Ltd – dog waste removal	£156.00
007558	A&W Grounds – grass cutting	£360.00
007559	Watlington Parish Council – COMET bus subsidy	£606.50
007560	A. Dudley – expenses	£29.90
007561	P. Waters – expenses	£156.25
007562	Viking – office & cleaning supplies	£414.22
007563	BT – telephone lines	£319.48
007564	SEFE Energy – gas supply	£146.79
007565	Countryside Estate Services – groundsman	£1398.99
007566	C. Coles – gutter repairs	£100.00

**ANY OTHER BUSINESS:**

105. Cllr. Dudley noted that the Chapel Lane flagstone on the junction of High Street had still not been repaired, and was dangerous due to the void underneath. The County Council are to be chased for action.	JM
106. Cllr. Dudley queried why Homes England had flags on the development to the west of Chalgrove. Queries are to be made with Ridgepoint.	JM
107. Cllr. Nixey reported that Footpath 8 (from Janes Meadow to Mill Lane) was overgrown. It was agreed that the Caretaker would clear the area once he had received the required tools.	JM
108. Cllr. Nixey reported a streetlamp on Mill Lane, opposite The Rickyards, which stayed on during the day.	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.

**109. HR COMMITTEE MEETING:**

Clerk

(a) The Clerk discussed two annual leave periods in August and January which would affect her attendance at Parish Council meetings.

(b) It was agreed by all to move the meeting dates.

Youth Club Cleaner

(a) The Clerk provided an update on the new contractor's performance.

Caretaker

(a) The Clerk provided an update on the new employee's performance.

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

The meeting closed at 8.48pm.

Signed: ..... Chair