

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 2nd November 2023.**

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

Apologies Accepted: Cllrs. Turner & Ziemelis

Not present: n/a

Members of the public: 3

190. The minutes of the meeting held 5th October 2023 were approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by all.

<p>PUBLIC SESSION:</p> <p>191. <u>High Street Railings</u> (a) A High Street resident queried whether there were any plans to repair and paint the High Street railings. (b) It was clarified that the County Council are to undertake the necessary repairs to damaged sections of the railings, and that the Parish Council hope to paint the railings in spring time. (c) The resident requested permission to seek funding for the project, and to seek volunteers to undertake the work. The Parish Council provisionally agreed to the community project and are to ask the County Council for their permission.</p> <p>192. <u>Horticultural Society</u> (a) Mr. Paul Boone discussed his intention to re-form the Horticultural Society. (b) It was clarified that the Parish Council hold the funds from the previous Committee, and agreed to pass them to the new Committee as soon as it had been formed.</p> <p>193. <u>P23/S3023/HH</u> (a) The applicant presented his proposals and clarified that two parking spaces will remain, and that they will continue to respect their neighbour's right of way.</p> <p>MATTERS ARISING:</p> <p>194. VANDALISM & ASB: (a) There had been no reports of anti-social behaviour or vandalism. (b) Halloween celebrations on the 31st October had generated some online complaints but no formal complaints had been received by the Parish Council or Police. (c) The Youth Club Committee await a meeting date with PCSO Claire Keogh in order to meet and discuss previous anti-social behaviour issues.</p> <p>195. PARKING ISSUES & SPEED REDUCTION MEASURES:</p> <p><u>Speed Indication Devices</u> (a) It had been agreed by all that Cllr. Nixey should lower the SID device on the Berrick Road pole. The work required is to be undertaken by the next meeting. (b) It had been agreed by all to proceed with the installation of the Mill Lane device. The work required is to be undertaken by the next meeting.</p> <p><u>Parking & Vehicle Complaints</u> (a) Continued complaints had been received regarding the various road closures and works on the High Street. (b) All complaints and concerns had been passed to the County Council's Senior Office for Operations & Network Co-Ordination, who had sent inspectors to assess the area.</p> <p>196. DEFIBRILLATOR: (a) The defibrillator had been scheduled for installation on Wednesday 25th October, but due to Covid the contractor had needed to cancel the installation. The Parish Council await a revised date. (b) The Clerk and Caretaker will undergo training before installation. (c) A social media campaign will highlight the installation of the defibrillator, and will encourage</p>	<p>JM</p> <p>JM</p> <p>CN</p> <p>CN</p> <p>JM</p> <p>JM</p>
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<p>the public to undertake online training to ensure they are ready to use a defibrillator in the event of an emergency.</p> <p>(d) A defibrillator had been installed at the Doctors Surgery, and the Parish Council had been asked to take on the ownership. It had been previously agreed to check what responsibilities the Doctors Surgery could take on, and the Parish Council still await their response.</p> <p>197. BROOK CLEARANCE:</p> <p>(a) The Environment Agency had completed work within the High Street brook and the Back Brook.</p> <p>(b) Whilst some areas were cleared very well, the Parish Council had specifically asked that the brook have extensive clearance around the Hardings/Langley/Adeane area. Residents reported that this area had not been touched. Having spoken with the EA crew manager, the Clerk had been informed that the EA had removed all blockages within the channel.</p> <p>(c) It is apparent that despite the Parish Council's efforts to ensure Riparian owners meet their obligations to keep the Back Brook clear, a lot of home owners do not undertake their riparian owner duties.</p> <p>(d) The back brook is to be inspected in order to create a report / job spec of what is required.</p> <p>(e) The Parish Council are to ask the EA if there is any extra work that they can undertake on this section, using the report from the inspection as evidence.</p> <p>(f) The Parish Council are to discuss whether funding a clearance project on the back brook is appropriate.</p> <p>(g) It was proposed that the Parish Council re-form the Flood Alleviation Group again.</p> <p>(h) Cllr. Russell reported on discussions with the River Thame Conservation Society regarding funding for natural flooding alleviation.</p> <p>198. REMEMBRANCE PARADE & SERVICE:</p> <p>(a) Councillors were reminded of the Remembrance Parade and Service, which is to take place on Sunday 12th November, and discussions took place regarding timings, order of service, and wreath laying.</p> <p>(b) Ariel Lanada is to attend on behalf of the Lord Lieutenant of Oxfordshire.</p> <p>(c) The Clerk had attended a meeting with Michael Lakey, St Mary's Church, to discuss the event, following the disbandment of the Chalgrove British Legion.</p> <p>(d) The Parish Council had submitted the road closure application, and completed the risk assessment.</p> <p>199. CAVALIERS FC:</p> <p><u>Complaint</u></p> <p>(a) There had been no further complaints regarding the kicking of footballs against a resident's fence.</p> <p><u>Levelling Out of Lower Recreation Ground</u></p> <p>(a) Following a request from the Cavaliers FC Chair, Paul Connelly, the Parish Council agreed to locate a previous report undertaken by the Institute of Groundsmanship (IOG) and to meet with the Cavaliers FC to discuss.</p> <p>(b) The report had been located and had been distributed to all Councillors.</p> <p><u>Meeting Required</u></p> <p>(a) A meeting is to be held with the Cavaliers FC, on Monday 13th November, to discuss:</p> <ul style="list-style-type: none"> - Location of proposed storage container - IOG Report <p>200. CHRISTMAS TREE EVENTS:</p> <p>(a) Two Christmas Tree events are scheduled in December:</p> <ul style="list-style-type: none"> - The Christmas Tree Light Switch-On will take place at 5pm on the 2nd December. - Singing Around the Tree will take place at 5pm on the 16th December. <p>(b) The Parish Council had organised road closures, risk assessments, and insurance for both events.</p> <p>201. 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.</p>	<p>JM</p> <p>JR, JM JM</p> <p>JR, JM</p> <p>ALL</p> <p>JM</p>
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<p>202. MATTERS UNRESOLVED: Matthew Marriage Memorial Path, Chapel Lane Dog Bin, Bottle Bank, Gigaclear, Website, 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.</p>	
<p>203. 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>	
<p>204. REGISTER OF INTERESTS: (a) All amended Register of Interest forms had been submitted to the District Council.</p>	
<p>205. RESTRICTED BYWAY AT THE RECREATION GROUND:</p>	
<p><u>Discussion with Mr Matthew Knight</u></p>	
<p>(a) An informal discussion took place between Cllr. Waters, Mr. Matthew Knight, and the Clerk on the 13th October.</p>	
<p>(b) It was felt by all that the discussion was positive and worked towards a better relationship between both parties.</p>	
<p><u>Extinguishment Order Consultation</u></p>	
<p>(a) The deadline for consultation responses passed on the 10th October. The Knight family had been provided an extension until the 20th October.</p>	
<p>(b) Mr Knight had objected to the Extinguishment Order and his correspondence had been distributed to all Councillors.</p>	
<p>(c) Mr Knight had queried whether a side-wall, closing off one end of the Skatepark, would be suitable in placement of the fencing. ROSPA had been asked for advice to determine suitability.</p>	JM
<p>(d) ROSPA (Playsafety Ltd) had responded with a quotation to attend a site meeting. The cost of £294 ex VAT, for an onsite appointment to take place within 8 weeks of order, was approved; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all.</p>	
<p>(e) The Police have been asked for their comments in closing off one side of the Skatepark.</p>	JM
<p><u>Knights – Right of Access</u></p>	
<p>(a) Mr Matthew Knight had alerted the Parish Council of the Natural Environment & Rural Communities Act 2006, whereby he believed that the Knights have access rights for motorised vehicles over the Restricted Byway into the Knight's land.</p>	
<p>(b) An email was sent by the Parish Council to the County Council requesting clarification. The County Council responded to state that Section 67 of the NERC Act 2006 deals with the extinguishment of unrecorded public rights for mechanically propelled vehicles. The County Council's investigation and the Planning Inspectorate's decision conclude that the route was an historic vehicular highway and that NERC would have extinguished any rights for mechanically propelled vehicles, leaving it as a Restricted Byway as far as the general public is concerned. S67(5) of NERC is clear that, if the 'former' road gave access to land then any public right that was (or could have been) previously relied upon, becomes a private right for mechanically propelled vehicles for the purposes of that land.</p>	
<p>(c) The Parish Council are to seek legal clarification and quotations are to be obtained.</p>	JM
<p><u>Footpath Amendments</u></p>	
<p>(a) As part of the Extinguishment Order, the Parish Council have applied for diversions on two footpaths going across the Recreation Ground, in order to 'tidy up' the area.</p>	
<p>(b) As part of the consultation, the County Council received some feedback from CPRE and the Ramblers and Oxford Fieldpaths Society, who detailed their suggested changes.</p>	
<p>(c) It was agreed by all to accept the recommended changes.</p>	JM
<p>206. RECREATION COMMITTEE:</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>	PW, JM
<p><u>MUGA</u></p>	
<p>(a) Ongoing maintenance is to be discussed at a Recreation Committee Meeting.</p>	
<p>(b) The Parish Council await pricing for the maintenance programmes.</p>	JM

<p><u>Boot Scrapers</u> (a) Funding applications had been unsuccessful for the purchase and installation of two boot scrapers. (b) It was agreed by all to seek further quotations to be funded by the Parish Council.</p> <p><u>Trees</u> (a) The cost of required tree work, at £2980 ex VAT, was approved; proposed Cllr. Russell, seconded Cllr. Winnard, agreed by all. (b) The cost of an annual tree survey, at £600 ex VAT, was approved; proposed Cllr. Winnard, seconded Cllr. Russell, agreed by all.</p> <p><u>Mud</u> (a) A Monument Road resident had queried why the Parish Council had rejected his proposal to place bark chippings on the path from the Church to the Recreation Ground. (b) The Parish Council clarified that bark chippings were an extremely temporary solution and therefore not financially viable. It was suggested that the resident walk a different route during extremely wet and muddy weather.</p> <p><u>Play Area Report</u> (a) The Caretaker had undertaken the monthly assessment. (b) ROSPA had provided their annual report, which is to be discussed at a Recreation Committee Meeting.</p>	<p>JM</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</p>	<p>PW, JM</p> <p>PW, JM</p>
<p>207. ALLOTMENT COMMITTEE: <u>Committee Meeting</u> (a) A meeting is required to discuss: - complaints regarding high water bills on the Bypass site - complaints regarding high water bills on the Mill Lane site - work outstanding to a bridge and gate at the Bypass site - work outstanding to the car park and fencing at the Mill Lane site</p>	<p>JM</p> <p>JM</p>
<p>208. CHALGROVE NDP: <u>Design Plan Update</u> (a) Aecom had submitted their final Design Plan document to the Parish Council. (b) Further amendments are to be undertaken. (c) Once edited the document will be sent to the District Council's Neighbourhood Planning team.</p>	<p>JM</p> <p>JM</p> <p>JM</p>
<p><u>Reformatting of All Documents</u> (a) NDP documents are to be reformatted to match the new Design Code. It is felt that the design would be more user-friendly when being used as evidence to support or object to development.</p> <p>209. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT: No updates.</p>	
<p>210. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE: <u>Community Building</u> (a) The Parish Council await further information from the solicitor following the instruction to proceed with the transfer. (b) A meeting is to take place with the Chalgrove Scouts, on Tuesday 21st November, to discuss their usage of the community building. (c) Ridgepoint Homes had written to request the Parish Council's colour and finishing choices for the flooring, walls and kitchens. The matter is to be discussed at a Village Hall Committee meeting.</p>	<p>JM</p> <p>JM</p>
<p><u>Complaints</u> (a) Complaints continue regarding mud on the road and footpath outside the surgery. (b) Ridgepoint have been asked for clarification on whether they intend to allow construction vehicles onto the site via the village or via the B480.</p> <p>211. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE: <u>Site Meeting</u> (a) Following a site meeting with a representative of Miller Homes, the Parish Council had</p>	

<p>disputed some of their claims as follows:</p> <ul style="list-style-type: none"> - the planning applications clearly show the western ditch as part of the development - the positioning of a basketball net close to an unsafe body of water - concerns over the maintenance of the pond - concerns over the green areas which had not been sorted 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' <p>(b) The Parish Council still awaits a response from Miller Homes and SODC Planning. (c) It was agreed to send the details directly to Planning Enforcement.</p> <p>212. GLADMAN PLANNING APPLICATION</p> <p>(a) Councillors had been made aware of a duplicate application for 160 dwellings on land next to Chalgrove Meadows. (b) Following an article in the Oxford Mail, Councillors noted omissions and a letter was sent to the Oxford Mail.</p> <p>CORRESPONDENCE:</p> <p>213. <u>County Council Lane Rental Scheme Consultation</u> The County Council had written regarding their lane rental proposal.</p> <p>214. <u>Thames Valley Police 2023 Crime & Community Survey</u> TVP had invited the Parish Council to give views on crime, community, and experiences of Neighbourhood Watch.</p> <p>215. <u>Car Park Signage</u> It had been requested that the Parish Council re-instate the missing car park sign on the High Street. A request is to be submitted to the County Council.</p> <p>216. <u>Grant to Help People Stay Warm & Fed</u> The District Council wrote regarding grants available to organisations who are to provide support to those in need.</p> <p>217. <u>New Bus Service from Chalgrove to Thame</u> The new 126 service between Chalgrove and Thame will operate on Tuesdays and Thursdays, commencing Tuesday 7th November, and will replace the COMET service.</p> <p>218. <u>District Council Pledges Real Living Wage</u> The District Council had put forward a cross-party motion, which passed unanimously, to ensure that all directly employed staff receive at least the Real Living Wage.</p> <p>219. <u>Oxfordshire Mind – Donation Request</u> Oxfordshire Mind wrote to request a donation, and reported that they had helped 36 people in Chalgrove within the last 12 months. A donation of £50 was approved; proposed Cllr. Pritchard, seconded Cllr. Charman, agreed by all.</p> <p>220. <u>Home Start Oxfordshire – Donation Request</u> Home Start wrote to request a donation, and reported that they had supported 2 families in Chalgrove over the last 12 months. A donation of £50 was approved; proposed Cllr. Pritchard, seconded Cllr. Winnard, agreed by all.</p> <p>221. <u>St Mary's PCC – Donation Request</u> The PCC wrote to request a donation towards the upkeep of the Churchyard. A donation of £1750 was approved; proposed Cllr. Dudley, seconded Cllr. Pritchard, agreed by all.</p> <p>222. <u>Planning Training</u> Cllrs. Waters, Russell and Pritchard had attended the training on the 17th October.</p>	<p>JM</p> <p>JM</p>
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223. PLANNING APPLICATIONS: (Parish Council decision only):
(Cllr. Turner took no part in the discussion or decision of any planning applications shown below)

(a) P23/S3349/O	Land off the B480	Outline planning for 160 dwellings OBJECTION
(b) P23/S3352/LDE	1 Monument Cottages	Change of use to residential dwellinghouse NO OBJECTION
(c) P23/S3355/LDE	2 Monument Cottages	Change of use to residential dwellinghouse NO OBJECTION
(d) P23/S3353/LDE	3 Monument Cottages	Change of use to residential dwellinghouse NO OBJECTION
(e) P23/S3356/LDE	Green Acres	Change of use to residential dwellinghouse NO OBJECTION
(f) P23/S3357/LDE	Halls Peace	Change of use to residential dwellinghouse NO OBJECTION
(g) P23/S3023/HH	12 Grays Close	Garden Studio and brick built bin enclosure

(h) P23/S2819/LDP	20 Langley Road	NO OBJECTION Single storey rear extension following demolition of existing conservatory
(i) P23/S3416/LB	Cromwell Cottage 6 Chapel Lane	NO OBJECTION Proposed two storey side and rear extension, floor plan redesign and all associated work
(j) P23/S3516/T28	Warpsgrove Lane	NO OBJECTION Removal and replacement of 3 antennas for 6 antennas on new steelwork and all associated work
		NO OBJECTION

224. REPORT FROM THE DISTRICT COUNCILLOR:

Cllr. Turner had provided a report on funding for rural businesses and organisations, affordable housing, brown bins, Christmas events at Cornerstone, Halloween waste, improved S106 process, energy-saving measures, carbon emissions calculator, and grants to help look after local green spaces.

225. REPORT FROM THE COUNTY COUNCILLOR:

No report received.

ACCOUNTS:

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

227. ACCOUNTS SANCTIONED FOR PAYMENT:

007635	M. Bullen – youth club cleaning	£240.00
007636	B. Murphy – youth work	£52.00
007637	N. Kerridge – youth work	£546.00
007638	R. Murphy – litter picking	£372.00
007639	Countryside Estate Services – groundsman	£1345.55
007640	A&W Grounds – grass cutting	£360.00
007641	Shield Maintenance – dog waste removal	£156.00
007642	SSE – gas supply	£170.52

ANY OTHER BUSINESS:

228. Cllr. Winnard reported that verges had been cut back on Chalgrove Meadows, but that bins were still overflowing.	
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The meeting closed at 9.46pm

Signed: Chair