

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 7th May 2026**.

Present:

Cllr. P. Waters, Chair	Cllr. C. Nixey
Cllr. J. Russell, Vice-Chair	Cllr. A. Charman
Cllr. D. Turner, also Dist. Cllr	Cllr. J. Winnard
Cllr. A. Pritchard	Cllr. A. Kolade
Cllr. A. Dudley	Cllr. T. Custance
Cllr. A. Ziemelis	

Apologies Accepted: n/a

Not present: n/a

Members of the public: None

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

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

3. RECONSTITUTION OF COMMITTEES:

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

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

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

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

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

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

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

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

Emergency Planning: All Councillors.

Neighbourhood Development Plan Committee: Cllrs. Russell, Pritchard, Dudley, and Winnard. 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. Nixey, seconded by Cllr. Charman, and agreed by all.

4. The minutes of the meeting held 2nd April were amended, approved and then signed by the Chair; proposed Cllr. Winnard, seconded Cllr. Pritchard, agreed by all.

<p>PUBLIC SESSION: None</p> <p>MATTERS ARISING:</p> <p>5. VANDALISM & ASB: <u>Graffiti</u> (a) Work continues to remove graffiti on the recreational spaces and throughout the village.</p> <p>6. PARKING ISSUES & SPEED REDUCTION MEASURES: <u>Additional SID Pole on High Street</u> (a) Following a site-meeting with Oxfordshire County Council, associated speed survey results, and a quotation for a SID pole in location 1 (primary school), the Parish Council had previously approved the cost of the pole, and await installation. (b) Following the pole installation, the Parish Council are to remove the Berrick Road SID and place it on the High Street pole. (c) Following previous discussion, a quotation for a set of brackets and solar panel for the new pole had been obtained. The cost of £424.23 was approved; proposed Cllr. Charman, seconded Cllr. Pritchard, agreed by all.</p> <p>7. FLOOD ALLEVIATION: <u>CFAG</u> (a) Cllr. Russell provided updates on the flood alleviation work undertaken by Chalgrove Flood</p>	<p>JM</p> <p>CN, JW</p> <p>JM</p>
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- Restricted Byway Signage error	
15. PROJECTS/WORK TO BE COMPLETED:	
<u>Table Tennis Table Play Surfacing</u>	
(a) The Parish Council had previously approved costs to install Tigermulch surfacing around the outdoor Table Tennis table, and installation is to take place on the 14 th May.	JM
<u>No Dogs Allowed Signage</u>	
(a) Signage had been received and will be placed in the required areas once the required brackets had been received.	JM
<u>Top Rec / Janes Meadow Hedge Cutting</u>	
(a) Following the completion of the Top Rec hedge cutting, it was agreed to obtain a quotation for hedge cutting on Janes' Meadow.	JM
<u>Post Office Noticeboard</u>	
(a) The Parish Council Caretaker is to assess the noticeboard to ascertain whether he can replace the noticeboard.	JM
<u>Village Hall Extension</u>	
(a) Measurements of the proposed tables and chairs have been sent to John Coltman, and drawings are now being drafted.	
(b) A further site meeting, to take the required measurements, took place on the 6 th May.	
<u>CCTV to Cover Village Hall and Sports Pavilion</u>	
(a) The Parish Council had met with Chris Lewis Ltd on the 17 th March to obtain quotations for additional CCTV to cover the Village Hall entrance, Sports Pavilion entrance, and areas of the Recreation Ground that are not already covered by current cameras.	
(b) The Parish Council awaits the quotation.	JM
<u>Archive Room</u>	
(a) The Parish Council had previously agreed to seek quotations for air conditioning, and dehumidifier if required, for the archive room at the Parish Office so that the Chalgrove History Group could use the facility for its intended purpose.	
(b) A quotation of £6900 ex VAT had previously been received for the air-conditioning, noting that there would not be a requirement for a dehumidifier if the air-con settings were applied correctly.	
(c) The Parish Council had previously agreed to obtain more quotations; no further quotations had been received.	
(d) It was agreed by all to meet with the History Group to discuss whether any alternative works could be considered.	JW, AP, JM
<u>Village Hall Electrical Works</u>	
(a) The Parish Council had previously approved electrical service costs, along with repairs to the external lighting.	
(b) The work is in hand and should be completed by the 13 th May.	JM
<u>Boot Scrapers</u>	
(a) The Parish Council had received a quotation to install the boot scrapers. The cost of £260 ex VAT was approved; proposed Cllr. Winnard, seconded Cllr. Russell, agreed by all.	
(b) Work to install the boot scrapers may now commence.	JM
16. RECREATION COMMITTEE:	
<u>Oak Trees</u>	
(a) It had previously been agreed to plant two oak trees in commemoration of VE & VJ days.	
(b) An initial quotation of £245 ex VAT had been received, for a site visit in order to produce a formal quotation.	
(c) Additional quotation requests had been made to other contractors, and are to be chased.	JM
<u>MUGA Cleaning</u>	
(a) Replay Maintenance had been contacted for a quotation for regular MUGA cleaning.	JM
<u>Oxfordshire FA Pitch Improvement Project</u>	
(a) The Parish Council had previously approved an amount of £22,400 towards the pitch improvement project, with funding from Oxfordshire Football Association of £44,800.	
(b) Meetings had taken place with the Oxfordshire FA and Cavaliers FC to push the project forward.	
(c) The Oxfordshire FA are to complete the Pitch Power report on the 13 th April alongside the Cavaliers FC and the Parish Council.	

<p>(d) The Clerk and Caretaker are to undertake the Grounds Management Course, which is a requirement of the Oxfordshire FA funding agreement.</p>	JM
<p>17. ANNUAL PARISH MEETING & CROOKSTON SHIELD: <u>Annual Parish Meeting (APM)</u> (a) The Annual Parish Meeting took place on the 17th April, with 42 people in attendance. (b) Local groups and organisations gave a presentation on the work undertaken in the last 2 years. <u>Crookston Shield</u> (a) Following a vote at the APM the Crookston Shield 2026 was award to Nicola Kerridge, Chalgrove Youth Worker, for her many years service at Chalgrove Youth Club. (b) The award and a cheque for £100 will be given to Nicola on the 12th May.</p>	JR, JM
<p>18. KNIGHT'S ACCESS: (a) Mr M Knight had contacted the Parish Council to formalise the vehicular access to the Knight land, behind the MUGA, by way of a deed of easement. (b) In 2022, the Parish Council had sought legal advice from an independent solicitor, and the County Council Legal team. It had been noted that section 67 of the NERC Act 2006 stated 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. (c) Mr M Knight had stated that, as a gesture of goodwill, he would consider the removal of his objection to the Extinguishment Order if the Parish Council agreed to the signing of the deed of easement. (d) The Parish Council agreed, in principle, to the signing of a deed of easement, to be signed in conjunction with a contract confirming that the Knights remove their objection to the Extinguishment Order (which aims to decrease the width of the Restricted Byway, thus protecting the Skate Park). (e) The Parish Council are to fully review the draft documents before any further decisions are made.</p>	ALL
<p>19. CHALGROVE NEIGHBOURHOOD DEVELOPMENT PLAN (NDP): No updates.</p> <p>20. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT: <u>Homes England</u> Nothing to report. <u>Joint Local Plan</u> (a) The Inspectors had written to the District Council regarding the examination process moving forward, and the letter is available in the online Joint Local Plan Examination Library.</p>	
<p>21. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK): (a) Work is still required on the Sandy Lane junction, and the County Council are yet to authorise the road closure. (b) It was agreed to contact Places for People to arrange a meeting in order to look at the Parish Council's concerns on the site.</p>	JM
<p>22. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW): (a) Cllr. Winnard reported on another successful site meeting alongside the District Council, Miller Homes, and RMG (management company) on the 14th April. (b) It was noted that further work is to be undertaken on the play areas.</p> <p>CORRESPONDENCE: 23. <u>Didcot Outdoor Services Open Day</u> The Parish Council received a 'save the date' for the event, taking place on the 8th July. 24. <u>Friends of Benson Library – Donation Request</u> The Friends of Benson Library had written to request a donation of £429 to support the library, noting the 123 users from Chalgrove. A donation of £429 was approved; proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by all. 25. <u>Farm Close – Access from Chalgrove Meadow</u> A Farm Close resident wrote to report the unauthorised access from Chalgrove Meadow into farm Close. It was noted that Farm Close is classed as a private road and that there was no legal permitted path across this road. Miller Homes had been informed and reported that they intend to install a 6ft closeboard fence.</p>	JM JM

26. BERRICK ROAD APPEAL:

(a) The Parish Council had submitted an objection to the Berrick Road appeal.

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

None.

28. REPORT FROM THE DISTRICT COUNCILLOR:

(a) Cllr. David Turner reported on the new planning system, waste services, Riverside Park & Pools, and the newly published biodiversity report.

29. REPORT FROM THE COUNTY COUNCILLOR:

(a) Cllr. Edwards' had provided her annual report.

ACCOUNTS:

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

31. ACCOUNTS SANCTIONED FOR PAYMENT:

008229	M Bullen - youth work & youth centre cleaning	£409.36
008230	N Kerridge – youth work	£528.66
008231	B Murphy – youth work	£160.20
008232	A&W Grounds – grass cutting	£667.00
008233	Shield Maintenance – dog waste removal	£200.21
008234	Zurich – insurance	£6988.94
008235	C Burgess Accountancy – QuickBooks	£210.70
008236	SSE – electricity	£700.75
008237	A Charman – expenses	£9.95
008238	P Hall – expenses	£100.00

ANY OTHER BUSINESS:

32. Cllr. Ziemelis spoke about her intent to resign at the next meeting, due to moving home.

33. Cllr. Nixey reported that The Crown PH had blocked off the public carpark outside the pub during the May Day Festival. It was agreed by all to write and ask them not to do so in the future.

34. Cllr. Turner noted the pot holes on The Green and within the public car park by the school. It was agreed by all to obtain quotations.

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:

Groundsman Tender

(a) Following the resignation of Phil Hall, Parish Council Groundsman, the contract had gone out to tender.

(b) Following the receipt of quotations, the tender was awarded to A&W Grounds; proposed Cllr. Winnard, seconded Cllr. Custance, agreed by all.

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

The meeting closed at 8.39pm.

Signed: Chair