

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 9th January 2025**.

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

Apologies Accepted: Cllr. Waters

Not present: n/a

Members of the public: 1

252. The minutes of the meeting held 5th December 2024 were amended, approved, and then signed by the Vice-Chair; proposed Cllr. Pritchard, seconded Cllr. Charman, agreed by all.

PUBLIC SESSION:

253. A Chalgrove Wildlife and Conservation Society (CWaCS) representative attended to propose that 12 cherry trees be planted for each serviceman who died in the war. Discussions took place regarding possible site locations. Costs and availability of grants are to be researched.

JM

MATTERS ARISING:

254. VANDALISM & ASB:

Nothing to report.

255. PARKING ISSUES & SPEED REDUCTION MEASURES:

Speed Indication Device – Mill Lane

(a) The Mill Lane SID had been installed but didn't work. On-site tests were undertaken and it is believed that the batteries and device require fixing.

(b) The full device had been taken off the pole and is now stored at the Parish Council Office.

(c) ElanCity had been asked for advice regarding repair and had sent troubleshooting instructions, and the SID is to be transported to Langley Field Farm for testing.

JW, CN

Extra Poles

(a) Oxfordshire County Council had been asked to install 2 extra poles for the placement of SID devices; on the High Street near the Primary School, and on Monument Road near the zebra crossing.

(b) Cllr. Winnard and the Clerk had undertaken a site assessment, and a location map had been sent to the County Council in order to have the pole locations formally approved.

(c) The County Council had responded to state that the SIDs cannot be attached to telegraph or electric poles, and that we must prove there to be a speeding issue in those areas.

(d) The County Council had offered to attend a 'walk and talk' which is to be arranged.

JW, JM

Parking & Vehicle Complaints

(a) Following concerns from Meadow Brook and Chalgrove Meadows residents over speeding on the B480, the Parish Council funded 2 x ATC surveys and the results had been received from the County Council.

(b) The Clerk is yet to receive information on how to decipher the results, and the County Council had been chased.

JM

Speed Monitoring

(a) Further to the Parish Council's initial registration with the Community Speedwatch scheme, the Parish Council awaits further information from Thames Valley Police.

JM

256. BOTTLE BANK:

(a) It has now been over 18 months since the bottle bank was deemed unfit for use, and the District Council notified the Parish Council that they will remove the bottle bank and make the area good.

(b) The District Council had notified the Parish Council that they would be removing the underground bin within the next few weeks, and that the fence would be kept up until their grounds maintenance team can make the area good.

(c) Once a date has been scheduled for the work to be completed, a Parish Council representative will be chosen to be on site.	JM
257. SALT SPREADING:	
(a) Following the County Council's confirmation that contractors require £10M third party liability insurance for salt spreading on the highway, the Parish Council agreed to seek quotations.	CN, JM
258. KEN BATLEY CENTRE:	
<u>Building Transfer</u>	
(a) The Parish Council were informed that the transfer of the community hall had been successful and was now legally owned by the Parish Council.	
(b) Ridgpoint Homes had paid for the Parish Council's legal expenses.	
(c) The Parish Council await the handover of the building.	JM
(d) It had previously been agreed by all to undertake a snagging assessment and full inventory prior to any usage of the hall. Quotations are to be sought.	JM
<u>Scout Lease</u>	
(a) The Parish Council are to proceed with drafting the lease in order for the Chalgrove Scouts to use the hall.	JM
<u>Public Noticeboard</u>	
(a) A request was made to install a public noticeboard on the land, and quotations are to be sought alongside an assessment of the preferred site location.	AD, JM
259. FLOOD ALLEVIATION:	
(a) Cllr. Russell spoke of a project between the Chalgrove Flood Alleviation Group, Chalgrove Primary School, and the County Council to clear the Frogmore and Hardings ditches.	
(b) It was noted that funds may be required from the Parish Council but no quotations had been received as yet.	JR
260. HIGHWAYS ENGAGEMENT MEETING:	
(a) The County Council Highways Engagement Team had offered a site meeting to better understand the Parish Council's concerns.	
(b) A meeting had been scheduled for the 29 th January.	JR, JW, JM
261. PARISH COUNCIL ANNUAL DINNER:	
(a) The Parish Council's annual dinner will take place on the 17 th January.	
262. MATTERS UNRESOLVED: Cavaliers FC, Village Archives, Flood Alleviation, British Legion Bench, Meeting Room Projector, Village Hall WiFi, Matthew Marriage Memorial Path & Bench, Chair's Chain, School Crossing Patrol Officer, Standing Orders & Policies, Gray Bench, Car Park Sign, Emergency Planning Storage Container, Village Green Legality, Village Hall Car Park Bollards.	
263. 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.	JM
264. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:	
<u>SODC</u>	
(a) The Parish Council await results of the planning enforcement report for Chalgrove Meadow.	
(b) The Parish Council await results of the planning enforcement report for 73 Mill Lane. The property is now for sale.	
(c) The Parish Council await installation of a new Brinkinfield Road street signage.	
<u>OCC</u>	
(a) Work is still required on the High Street wall, in two areas. The County Council report that this is not classed as a retaining wall, and they are awaiting information from the County Bridge engineer. Following non-action by the County Council part of the wall had fallen into the brook, since removed by the County Council. The County Council had been chased again. A further letter is to be sent alongside photos.	JM
265. RECREATION COMMITTEE:	
There had been no Committee meeting.	
<u>Slippery Sleeper</u>	
(a) The Chalgrove Walking Football Team had previously written with their concerns over the	

slippery timber sleeper that forms the barrier between the grass and concrete area next to the MUGA, and the Parish Council had agreed to purchase and install non-slip decking strips. (b) The strips had arrived and will be installed by Cllr. Winnard. <u>Play Area Repairs</u> (a) Ava Recreation had been contracted to undertake several repairs throughout the outdoor facilities. (b) The work will start mid-January. <u>Skatepark Repairs</u> (a) The Parish Council had approved costs to repair the skatepark surface. (b) The Parish Council await a work start date. 266. ALLOTMENT COMMITTEE: <u>Mill Lane Fencing</u> (a) A Mill Lane tenant had made a formal complaint regarding a pony repeatedly entering the allotment site from the adjacent field. It was noted that this issue would be rectified following the installation of the new fence. (b) Cllr. Winnard reported on his discussions with the fencing contractor and will arrange to meet him on site. 267. FINANCE COMMITTEE: <u>2025/2026 Budgets</u> (a) Full Council reviewed and approved the budgets for 2025/2026. <u>2025/2026 Precept</u> (a) Using the reviewed and approved budgets, discussions took place regarding the precept for 2025/2026. Calculations showing percentage increases and the cost impact to a Band D dwelling were reviewed. (b) Following discussions, a precept figure of £146,789 was approved, 8% rise on the previous year; proposed Cllr. Ziemelis, seconded Cllr. Dudley, agreed by the majority. <u>CIL Reporting</u> (a) As required, the CIL income and expenditure report for the year 2023/2024 had been submitted to SODC. <u>External Audit Report</u> The External Audit report was discussed at length and the Parish Council noted the actions and guidelines referenced. <u>System of Internal Controls</u> The internal control assessment was completed and approved; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all. <u>Financial Risk Assessment</u> The financial risks were reviewed and approved; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all. <u>Asset Register</u> The assets were reviewed and approved; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all. <u>Effectiveness of Internal Audit</u> The effectiveness review was completed and approved; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all. It was agreed, by all, that Mr. Terrence Allen be asked to complete the audit for 2024/2025. <u>Standing Orders</u> Due to External audit requirements, the Standing Orders were reviewed. It was agreed by all that, due to no new legislation, no amendments were required. <u>Financial Regulations</u> Due to External audit requirements, the Financial Regulations were reviewed. It was agreed by all that, due to no new legislation, no amendments were required. <u>Code of Conduct</u> Due to External audit requirements, the Code of Conduct was reviewed. It was agreed by all that, due to no new legislation, no amendments were required. 268. PROJECTS: <u>Parish Office</u> (a) Shredding is required. <u>Sports Pavilion Internal Painting</u> (a) The Parish Council are in discussion with the Cavaliers FC to look at their fixtures in order to	JW JM JW JM JM
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find a suitable time to undertake the painting. <u>Sports Pavilion Exterior Painting</u> (a) This work is now complete. <u>High Street Bus Stop – near Parsnips Close</u> (a) This work is now complete. <u>Project ViKTor – Phase 2</u> (a) The Village Hall will be closed to all hirers during the month of March. (b) Cllr. Ziemelis reported on a meeting held between chosen contractors. (c) An amended decorating quotation is expected following discussion and additions required. (d) Quotations for blinds and curtains to be sought. (e) Quotations for carpets to be sought. 269. KEN BATLEY POETRY COMPETITION FOR JJUNIORS: (a) A poetry competition had been advertised with a theme of “A Chalgrove Winter”, and a closing date of the 6th January 2025. (b) Two young people had been chosen as joint winner and will receive a prize of £30 each; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all. 270. CHALGROVE NDP: (a) Several changes are to be made to the Design Code, following the public consultation. (b) Following an approved Locality application, AECOM are to implement the required changes. (c) AECOM had been chased for an update and the report is expected any day now, at which point the NDP Committee will meet and review the required changes. 271. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT: Nothing to report. 272. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK): Nothing to report. 273. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW): Nothing to report. CORRESPONDENCE: 274. <u>Chalgrove Walking Football</u> wrote regarding mud being transferred onto the MUGA due to a muddy Recreation Ground, and requested that the Parish Council consider a pathway from the Village Hall to the MUGA. It was noted that the Parish Council are currently in the process of obtaining quotations for the Matthew Marriage Memorial Path. 275. <u>National Highways and Transport Public Satisfaction Survey 2024-2025</u> All Councillors were invited to complete a County Council survey to provide officers with a greater understanding of local needs and priorities for highway maintenance and the highway service in Oxfordshire. 276. <u>The Chalgrove Volunteer Group</u> wrote: (a) to request that the Parish Council fund the cost of paint and brushes for a second coat on the white railings. The funding was agreed in principle, and the Volunteer Group are to provide costs closer to the time. (b) to confirm that they had formally taken on responsibility of the gardening within the War Memorial Green. (c) to request that the Parish Council plant two memorial trees to mark the 80th anniversary of Victory in Europe Day and Victory over Japan Day. The project was agreed in principle, and costs and possible locations are to be researched.	AZ, JM AZ, JM AZ, JM JM JM ALL JM JM
277. PLANNING APPLICATIONS: (Parish Council decision only): (Cllr. Turner took no part in the discussion or decision of any planning applications shown below) (a) P24/S4049/HH 35 Fairfax Road Single storey side extension with level access at front NO OBJECTION 278. REPORT FROM THE DISTRICT COUNCILLOR: (a) Cllr. Turner reported on unauthorised adverts, fly-tipping, illegal taxis, new performing arts grants, Joint Local Plan and Henley town centre’s CCTV upgrade. 279. REPORT FROM THE COUNTY COUNCILLOR: No report had been received.	

ACCOUNTS:

280. Nine cheques had been signed outside of the main Parish Council meetings; 007899 - 007908

281. ACCOUNTS SANCTIONED FOR PAYMENT:

007901	Building Bespoke Ltd – painting & repairs	£2980.48
007902	Cancelled cheque	
007906	Countryside Estate Services – groundsman	£1309.94
007907	N Kerridge – youth work	£507.00
007908	B Murphy – youth work	£104.00
007913	Shield Maintenance – dog waste removal	£185.64
007914	A&W Grounds – grass cutting	£381.00
007916	SSE – electricity supply	£1049.20
007917	BT – telephone line	£89.62
007918	Replacement cheque for 007899	

ANY OTHER BUSINESS:

282. Cllr. Ziemelis requested an update on the dog bin and no-dog signage. It was noted that there was a delay with the dog bin, and that the no-dog signage would be delivered shortly.	JM
283. Cllr. Winnard spoke of reports of dogs eating cannabis after it had been left on the ground at various points in the village. The Parish Council are to speak with Cleaner Chalgrove to create a sign to deter people from leaving butts on the ground.	JM
284. Cllr. Dudley requested that chippings from any tree work be put down on the muddy areas of the Recreation Ground, particularly behind the skatepark down to the concrete bridge.	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.

285. KNIGHTS:

- (a) Following Mr Knight's instruction for Taylor Rose Ltd to seek recompense for the alleged unlawful denial of his right of way access over the Restricted Byway at Chalgrove Recreation Ground, the Parish Council had previously approved the payment as a gesture of goodwill and a settlement agreement, signed by both parties, clearly stated that the settlement was not an admission of the Parish Council's liability or wrongdoing.
- (b) The payments were made directly to Taylor Rose Ltd upon a signed settlement agreement.

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

The meeting closed at 8.12pm

Signed: Chair