

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Monday 8th April 2024.**

Present:

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

Apologies Accepted: n/a

Not present: n/a

Members of the public: None

334. The minutes of the meeting held 7th March 2024 were approved and then signed by the Chair; proposed Cllr. Winnard, seconded Cllr. Russell, agreed by all.

<p>PUBLIC SESSION: None</p> <p>MATTERS ARISING:</p> <p>335. VANDALISM & ASB:</p> <p>(a) A damaged electric scooter had been fly-tipped on the High Street, but was then moved into Frogmore. The Parish Council Caretaker will remove the scooter.</p> <p>(b) Graffiti had been found in Parsnips Lane (alleyway between High Street and Church Lane). The Parish Council Caretaker is to attempt removal, and the County Council are to be made aware.</p> <p>336. PARKING ISSUES & SPEED REDUCTION MEASURES:</p> <p><u>Speed Indication Devices</u></p> <p>(a) It had been agreed by all to lower the SID device on the Berrick Road pole.</p> <p>(b) It had been agreed by all to proceed with the installation of the Mill Lane device.</p> <p>(c) The work will be undertaken by a Parish Council working-party on the 27th April.</p> <p><u>Parking & Vehicle Complaints</u></p> <p>(a) There were no known complaints.</p> <p><u>Temporary Traffic Calming Measures</u></p> <p>(a) OCC Highways had been asked for further information on whether temporary traffic calming measures, such as chicanes, could be used on the roads leading out of the village.</p> <p>(b) The Parish Council await their response.</p> <p>337. MATTERS UNRESOLVED: Matthew Marriage Memorial Path & Bench, Chair's Chain, Defibrillator, School Crossing Patrol Officer, 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>338. COUNCILLOR VACANCIES:</p> <p>(a) The Parish Council has two vacancies.</p> <p>(b) There have been no further applications.</p> <p>(c) The vacancies will continue to be advertised in the usual way.</p> <p>339. RECREATION COMMITTEE:</p> <p>A Committee meeting was held on the 21st March, and the minutes of the meeting can be found at APPENDIX A.</p> <p><u>Storage Container Planning Application</u></p> <p>(a) Following the Committee's proposal to pay for and submit the Certificate of Lawfulness application, approval was granted to proceed at the cost of £146.50; proposed Cllr. Pritchard, seconded by Cllr. Charman, agreed by all.</p> <p>340. EMERGENCY PLANNING COMMITTEE:</p> <p>A Committee meeting was held on the 21st March, and the minutes of the meeting can be found at APPENDIX B.</p>	<p>JM</p> <p>JM</p> <p>PW, CN</p> <p>JM</p> <p>JM</p>
---	---

<p>341. PROJECTS: <u>Project ViKToR Phase 2</u> (a) Project ViKToR deals with the refurbishment of the Village Hall. (b) A Village Hall Committee meeting is to take place on the 25th April. <u>Summer Celebration</u> (a) The date of the summer celebration had been changed to Saturday 15th June, due to a clash with another village event. (b) A meeting is required to discuss marketing, toilet access, and Parish Councillor involvement on the day. <u>Parish Office</u> (a) A quotation had been obtained for the refurbishment of the Parish Office. (b) Following a vote, it was agreed to accept the quotation at a cost of £11318.49 ex VAT; proposed Cllr. Waters, seconded Cllr. Russell, and agreed by the majority. (c) It was agreed by all that the project would be funded using CIL monies. (d) The process of shredding unrequired paperwork is ongoing.</p> <p>342. CHALGROVE NDP: (a) Following the consultation, several changes must now be made to the Design Code and, in the first instance, AECOM had been asked to complete the changes. (b) AECOM are to be chased for a response.</p> <p>343. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT: <u>Homes England</u> (a) Homes England's Community Engagement Events will take place between the 18th and 20th April, at the Stadhampton Village Hall and John Hampden Hall, with an online event on the 30th April.</p> <p>344. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE: <u>Community Building</u> (a) The Parish Council await the formal signed copies of the Transfer Contract, and Ridgepoint are to be chased for a formal transfer date. (b) Residents had been told that the Community Building will have a formal opening event in June, with "everyone invited". Further information has been sought from Ridgepoint Homes. (c) The Chalgrove Scout group are to clarify whether they wish to proceed with a lease agreement.</p> <p>345. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE: No updates.</p> <p>CORRESPONDENCE: 346. <u>SODC Garden Waste Collection</u> SODC wrote to notify the Parish Council that extra garden waste can be put out for collection on the 16th April. 347. <u>Drainage Issues Across South Oxfordshire</u> Berrick Salome Parish Drainage Group wrote regarding a recently formed group of Parish Councils and parishioners who are attempting to improve resilience to flooding across their villages. They asked for further information on flooding within Chalgrove and for cooperation in a joint approach. The Parish Council are to ask to meet with the group to discuss further. 348. <u>Political Posters</u> The Monitoring Officer wrote regarding the recent appearance of political posters on publicly funded noticeboards, and stated that this was not allowed. It was noted that this had not happened within Chalgrove. 349. <u>Flood Risk Management Funding</u> The County Council wrote, in their role as Lead Local Flood Authority, regarding the funding available in the 2024/25 financial year for Priority Action projects to reduce flooding from surface water run-off, ordinary watercourses, and groundwater. Expressions of interest are to be submitted by the 30th April. It was agreed by all to submit an application for funding for flood alleviation methods within Chalgrove.</p>	<p>AZ, JM</p> <p>PW, JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JR, JM</p> <p>JR, JM</p>
<p>350. PLANNING APPLICATIONS: (Parish Council decision only): (Cllr. Turner took no part in the discussion or decision of any planning applications shown below) (a) P24/S1107/LDP 26 Clements Road Loft conversion and rooflight. NO OBJECTIONS</p> <p>351. REPORT FROM THE DISTRICT COUNCILLOR: Cllr. Turner reported on garden waste collections, polling station work, the Police and Crime Commissioner elections, leisure centres, and electric vehicle charging.</p>	

352. REPORT FROM THE COUNTY COUNCILLOR:

Cllr. Van Mierlo provided a report Chalgrove Airfield, new special schools, potholes, walking and cycling infrastructure, supported housing, and village maintenance.

ACCOUNTS:

353. 12 cheques had been signed outside of the main Parish Council meetings; 007718 - 007729

354. ACCOUNTS SANCTIONED FOR PAYMENT:

007718	Replacement cheque for 007701	
007719	Replacement cheque for 007696	
007720	Replacement cheque for 007697	
007721	Replacement cheque for 007698	
007722	Replacement cheque for 007704	
007723	Replacement cheque for 007717	
007724	Watlington Parish Council – bus subsidy	£526.88
007728	R Murphy – litter picking	£372.00
007729	Countryside Estate Services – groundsman	£1445.55
007732	N Kerridge – youth work	£468.00
007733	B Murphy – youth work	£104.00
007734	Darke & Taylor – light repairs	£364.60
007735	Shield Maintenance – dog waste removal	£468.00
007736	Viking – office supplies	£130.31
007737	C Burgess Accountancy – QB Payroll subscription	£83.52
007738	ONPA – subscription	£50.00
007739	BT – telephone line	£129.21
007740	SSE – electricity supply	£1783.19
007741	SSE – gas supply	£1447.82
007742	J Russell – CFAG expenses	£916.66

ANY OTHER BUSINESS:

355. Cllr. Dudley spoke of CWaCS intention to seek funding for bird and bat boxes to be placed in Frogmore.

356. Cllr. Nixey queried why there was no WIFI within the Village Hall. It was clarified that boosters would be installed as part of the County Council and Gigaclear project. It was agreed by all to seek independent advice and to install boosters.

357. Cllr. Pritchard spoke about the need to place Parish Council meeting notes in the LINK magazine. It was clarified that these had been sent to the LINK as instructed, but had not been printed.

358. Cllr. Russell requested a Youth Club meeting.

359. Cllr. Winnard reported that the stones for the Mill Lane allotment site parking area are to arrive on the 10th April.

JM

JM

The meeting closed at 8.22pm

Signed: Chair

Recreation Committee Meeting – Thursday 21st March 2024

Present: Cllr. J. Russell Cllr. A. Dudley
 Cllr. A. Pritchard Cllr. C. Nixey
 Cllr. J. Winnard Cllr. D. Turner
 Cllr. A. Charman

Mr. P. Connelly, Chair of Cavaliers FC

Apologies Accepted: Cllr. Waters

Not present: n/a

<u>Cavaliers Football Club</u>	
CONTAINER	
(a) As previously discussed, the Cavaliers had requested information from SODC to ascertain whether Planning Permission would be required to place a 20ft container on the Top Rec. Whilst all parties believe that permission is not required, the specifications of the grant state that SODC must formally confirm this.	
(b) The Cavaliers FC were informed by SODC that they will provide pre-application advice for £945. The Cavaliers have since formally objected to this cost.	
(c) SODC provided further information detailing that an application could be submitted for a certificate of lawfulness at a cost of £293 (based on a floor area of under 40sqm) and would be discounted by 50% if the Parish Council are the applicant.	
(d) The Cavaliers FC are able to add this cost to their funding application, and would be able to reimburse the Parish Council at a later date.	JM
(e) It was agreed by the Committee to propose that the Parish Council pay for and submit the certificate of lawfulness application, at a cost of £146.50, to be agreed by Full Council.	
OXFORDSHIRE FA REPORT	
(a) Following the site visit alongside the Oxfordshire FA, the Parish Council had received and reviewed their proposal of works, with a total cost of £15435 excluding VAT for a yearly programme.	
(b) The Cavaliers FC are to formally request funding from the Parish Council, and will draft the contract.	
ENVIRONMENT AGENCY	
(a) Further to previous discussions regarding the proposed work on the Top Rec and Janes Meadow, and the impact to the Chalgrove Brook, the Cavaliers FC had spoken directly with the Environment Agency who appeared satisfied with the scope of the work and the chemicals to be used.	JR
(b) It was agreed by the Committee to show the scope of works to the River Thame Conservation Society in order to gain their comments.	
GOAL POSTS	
(a) The Parish Council had previously agreed to fund £1666.67 towards the cost of new goal posts. The funding had been given to the Cavaliers FC who have now proceeded with their order.	
PORTABLE FLOODLIGHTS	
(a) The Cavaliers FC reported on their intent to fundraise for the purchase of portable floodlights which would allow the teams to train on the grass in the darker months.	
<u>Tree Survey</u>	
(a) An independent tree survey had been undertaken and the results had been distributed to, and reviewed by, all Councillors.	JM
(b) It was agreed by the Committee to obtain two separate quotations for:	
Quote 1 – all trees marked as dead or poor	AC & JW
Quote 2 – all trees marked as fair	
(c) A Parish Council working-party is to remove the ivy off all trees marked as good. An initial inspection will take place on the 26 th March.	JM

<p><u>MUGA</u></p> <p>(a) It was noted that mud was still being transferred into the MUGA due to the muddy areas surrounding the new concrete base. It was agreed by all to grass-seed the affected areas and install a respect boundary.</p> <p>(b) It was noted that members of the public were using the rear MUGA gate to enter the MUGA, bringing in mud. It was agreed that this gate needed to be an exit, but not necessarily an entrance, and it was proposed that a 'push to exit' button be installed. Quotations are to be sought.</p>	JM
---	----

CHALGROVE PARISH COUNCIL

APPENDIX B

Emergency Planning Committee Meeting – Thursday 21st March 2024

Present:

Cllr. J. Russell	Cllr. A. Dudley
Cllr. A. Pritchard	Cllr. C. Nixey
Cllr. J. Winnard	Cllr. D. Turner
Cllr. A. Charman	

Apologies Accepted: Cllrs. Waters and Ziemelis

Not present: n/a

<p><u>Emergency Plan</u></p> <p>(a) All Councillors had received and reviewed the Parish Council's Emergency Plan.</p> <p>(b) It was agreed by all that the plan was too detailed and hadn't worked effectively due to a lack of public participation.</p> <p>(c) It was agreed by all to remove the need for street wardens.</p> <p>(d) It was agreed by all to update the village resources, volunteers and first aiders using social media, the LINK magazine, and a Village Hall event.</p> <p>(e) The Emergency Plan is to be re-drafted and reviewed, before formal approval and adoption by Full Council.</p> <p>(f) Once the Emergency Plan is approved, the Parish Council are to diarise a testing day.</p>	<p>JM</p> <p>JM</p> <p>JM</p>
--	-------------------------------