

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 3rd October 2024.**

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

Apologies Accepted: Cllrs. Turner & Charman

Not present: n/a

Members of the public: None

140. The minutes of the meeting held 5th September 2024 were amended, approved, and then signed by the Chair; proposed Cllr. Winnard, seconded Cllr. Dudley, agreed by all.

<p>PUBLIC SESSION: None</p> <p>MATTERS ARISING: 141. VANDALISM & ASB: <u>Goals</u> (a) Following complaints from Village Hall hirers regarding noise levels, particularly bad language, from the young people using the goals next to the Parish Office, the Cavaliers Committee Chair had been informed and asked to either lock the goals with the others outside the Sports Pavilion, or place them next to the MUGA. The goals had been placed next to the MUGA and complaints had reduced. (b) It had also been noted that there appeared to be more goals than necessary on the Top Rec and Janes Meadow and the Cavaliers Committee had been asked to check usage and remove the goals that they no longer use. The Parish Council awaits a response from the Cavaliers.</p> <p>142. PARKING ISSUES & SPEED REDUCTION MEASURES: <u>Speed Indication Device – Berrick Road</u> (a) It had been agreed by all to lower the SID device on the Berrick Road pole.</p> <p><u>Speed Indication Device – Mill Lane</u> (a) The Mill Lane SID had been installed but didn't work. On-site tests were undertaken and it was believed that the batteries <u>and</u> device require fixing. (b) The full device had been taken off the pole and stored at the Parish Council Office. (c) ElanCity, following a request for advice, had sent some troubleshooting instructions which will be undertaken as soon as possible. (d) It had previously been agreed by all to obtain quotations for a new device. Elancity had provided a cost of £2339.99 ex VAT.</p> <p><u>Extra SID Poles</u> (a) A request had been made to the County Council for two more SID poles; on the High Street near the Primary School, and on Monument Road near the zebra crossing. (b) The County Council had responded to report that their budget is currently allocated for this financial year however, if the Parish Council were to fund the installation at approximately £1200 depending on exact details and quotation, the County Council may be able to complete installation towards the end of the financial year. (c) A site assessment is to be undertaken by the Parish Council before further discussions take place.</p> <p><u>Parking & Vehicle Complaints</u> (a) Following concerns from Meadow Brook and Chalgrove Meadow residents over speeding on the B480, it had been suggested that the County Council undertake a speed survey. (b) Due to lack of County Council funds, the Parish Council would need to fund the surveys. (c) The cost of two ATC surveys, at £380 ex VAT, was approved; proposed Cllr. Ziemelis, seconded Cllr. Russell, agreed by all. (d) The Parish Council are to request a site visit with Places for People to discuss fencing and/or</p>	<p>JM</p> <p>JW, JM</p> <p>JM</p>
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<p>trees along the B480 to act as a natural barrier.</p> <p><u>Speed Monitoring</u></p> <p>(a) Whilst previous attempts at speed monitoring had been undertaken by the Parish Council and volunteers, resulting in abuse both face-to-face and online, it was agreed to try the process again due to public comments on social media.</p> <p>(b) Thames Valley Police had been approached to clarify the process.</p> <p>143. CAVALIERS FOOTBALL CLUB:</p> <p><u>Container</u></p> <p>(a) The Clerk and Cavaliers FC met with Jennings to discuss getting the storage container onto the Top Rec. The site meeting notes can be found at APPENDIX A.</p> <p><u>Top Rec & Janes Meadow</u></p> <p>(a) Following the Parish Council's agreement to the offer letter and cost, the Cavaliers FC had been asked to confirm that they intend to send a representative on the Grounds Management Association Level 1 Football Groundsmanship course, and undertake the twice yearly maintenance assessments.</p> <p>(b) The Parish Council must also send at least one representative to undertake the course. The course is online and costed at £50 per person.</p> <p>(c) The Clerk and Caretaker are to undertake the course and the full cost of £50 was approved; proposed Cllr. Winnard, seconded Cllr. Pritchard, agreed by all.</p> <p><u>Lower Rec</u></p> <p>(a) The levelling of the Lower Rec is a separate project, and the Cavaliers FC are seeking funding via the South Oxfordshire District Council Community Infrastructure Levy (CIL) fund.</p> <p>(b) In order to apply for this funding, a survey is required to ascertain the full extent of the project.</p> <p>(c) The Parish Council have previously agreed to fund the survey, at a cost of £1500 - £2000 ex VAT, provided by Elite Sports Turf.</p> <p>(d) The Parish Council await the survey and invoice.</p> <p>144. BOTTLE BANK:</p> <p>(a) It has now been over a year since the bottle bank was deemed unfit for use, and the District Council notified us that they will remove the bottle bank and make the area good.</p> <p>(b) Despite several work dates being provided by the District Council, no work had been undertaken and the District Council had been chased for an update again.</p> <p>(c) The District Council responded to report that the contractor who was previously involved kept changing the date and then failed to respond further. An alternative contractor had been sought but there were concerns about possible damage to the edging stones of the car park as they lift and the subsequent liability for damage.</p> <p>(d) The Parish Council are to respond and state that they accept that kerbstones may be damaged, but will not accept any liability for any other damaged incurred.</p> <p>(e) A Parish Council representative is to be on-site whilst the work takes place.</p> <p>145. FROGMORE CULVERTS:</p> <p>(a) Cllr. Russell reported on the work required within Frogmore to remove the clearance work debris.</p> <p>(b) Cllr. Russell is to attend a meeting alongside Hardings residents.</p> <p>(c) Confirmation of ownership had been received; the land remains under the ownership of the County Council who lease the land to the school.</p> <p>146. DIGITAL WEBINAR:</p> <p>(a) Cllr. Winnard is to attend the District Council's Webinar on the 14th October, discussing digital connectivity in the district.</p> <p>147. LAMB ALLOTMENT BONFIRE COMPLAINT:</p> <p><u>MA8 – Lamb Allotment Bonfire Complaint</u></p> <p>(a) Following a complaint regarding bonfires on the allotment site, the details of the complaint were forwarded to the Lamb Allotment Committee.</p> <p>(b) A response was received by Alex Hermon, a member of the Committee, who disagreed with the extent of the bonfires and advised the Parish Council that they would not be causing a nuisance for nearby residents. However, the Committee had advised all plot holders to cease having bonfires until they can resolve the situation. The Committee had also letter dropped all properties along Oxford Road to apologise for any nuisance and inconvenience caused.</p>	<p></p> <p>JM</p> <p></p> <p>JR</p> <p>JW</p>
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<p>148. OALC SUBSCRIPTION: (a) The postal vote, declaring the Parish Council's support of the subscription fee increase, had been sent.</p> <p>149. MATTERS UNRESOLVED: 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.</p> <p>150. 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>151. 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. (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 the wall had fallen into the brook, reported to the Parish Council on the 1st October. The County Council had been informed and asked to clear the blockage as a matter of urgency.</p> <p>152. RECREATION COMMITTEE: There had been no Committee meeting. <u>General</u> (a) Chalgrove Walking Football Team had written to report that the timber 'sleeper' that forms the barrier between the grass and concrete area is a hazard in wet or damp conditions, with a couple of their players slipping on the surface. An assessment is to be undertaken to determine how to alleviate the issue. (b) An assessment of the play area gates had been undertaken, two of which were no longer self-closing. With the cost of the new spring kits being so high, it was queried whether a new gate would be more cost effective. (c) The Parish Council await a site-visit from a contractor to provide a quotation for fixing the gates, repairing the wet pour, and other items. <u>Committee Meeting</u> (a) A meeting is required to discuss the ROSPA report.</p> <p>153. ALLOTMENT COMMITTEE: There had been no Committee meeting. <u>Committee Meeting</u> A meeting is required to discuss: (a) Mill Lane site fencing (b) Complaints at the Mill Lane site (c) Hedge trimming (d) Unused plots</p> <p>154. VILLAGE HALL COMMITTEE: A Committee meeting had taken place on the 19th September, and the minutes of the meeting can be found at APPENDIX B. <u>Project ViKToR</u> (a) Updated quotations are to be received by the next meeting. (b) No Village Hall event bookings are to be taken within March 2025, and all regular hirers are to be informed of a month long closure, in order for the work to be undertaken. (c) Cllr. Russell is to assist Cllr. Ziemelis and the Clerk with project management. <u>Sports Pavilion</u> (a) It had been previously agreed to obtain a job specification for the internal painting of the Sports Pavilion, and Cllr. Winnard had kindly undertaken the work required. (b) With the Caretaker undertaking the work, the Parish Council would need to provide supplies;</p>	<p>JW, JM</p> <p>PW, JM</p> <p>JW, JM</p> <p>AZ, JM JM</p>
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<p>paint for the ceilings and walls, gloss for the woodwork, along with brushes, paint and rollers.</p> <p>(c) The cost of £374 inclusive of VAT was approved; proposed Cllr. Winnard, seconded Cllr. Waters, agreed by all.</p> <p>(d) A quotation had been received to paint the exterior of the building. The cost of £756 ex VAT was approved; proposed Cllr. Winnard, seconded Cllr. Pritchard, agreed by all.</p> <p>155. FLOOD ALLEVIATION:</p> <p><u>Public Meeting</u></p> <p>(a) Following the flood event on Monday 23rd September, a public meeting will be held in order to discuss the flooding event and obtain suggestions for flood alleviation.</p> <p>(b) The public meeting will be held in the Village Hall on Monday 14th October, 7pm, with refreshments served from 6.30pm.</p> <p><u>Signage</u></p> <p>(a) Whilst the Parish Council does not have the authority to close a road during a flood event, the Clerk had been informed by the Police that flood signage may be used to alert drivers/pedestrians to the flooded roads and paths. These are to be placed on the side of the road not within the road.</p> <p>(b) It was proposed that the Parish Council purchase 10 signs at a cost of £246 ex VAT, to be stored at various points around the village and to be placed at entry points and at strategic points on the High Street during a flood event.</p> <p>(c) It was noted that weights would be required to hold the signage down, and a maximum cost of £500 ex VAT was approved for both the signs and weights; proposed Cllr. Winnard, seconded Cllr. Russell, agreed by all.</p> <p>156. RESTRICTED BYWAY EXTINGUISHMENT ORDER:</p> <p>(a) Following the Parish Council's Extinguishment Order application, an objection had been received. The objection involved several matters, but the member of public had made a suggestion that the eastern fencing be removed completely and a wall/fence be erected to run the length of the skatepark, thus increasing the width of the restricted byway. The County Council had asked the Parish Council to pursue this suggestion.</p> <p>(b) A site meeting took place with a contractor to determine whether a wall/fence could be erected, and the cost for the resurfacing of the skatepark.</p> <p>(c) The Parish Council await the contractor's formal report.</p> <p>157. PROJECTS:</p> <p><u>Parish Office & Youth Club Refurbishment</u></p> <p>(a) The work on the office and youth centre are due to be complete by Friday 4th October.</p> <p>(b) A grand-opening event will take place on Sunday 6th October.</p> <p>158. CHALGROVE NDP:</p> <p>(a) Several changes are to be made to the Design Code, following the public consultation.</p> <p>(b) AECOM had been contacted to make the changes. However, they had informed the Parish Council that the project has been finalised and therefore no further work can be completed by them.</p> <p>(c) The Parish Council had applied to the current round of funding in order for AECOM to undertake the work required, and Locality had been chased for the results of our application.</p> <p>(d) The Parish Council had been informed that Locality would process the application in order for Aecom to undertake the required changes. Yet again there had been no further updates and Locality had been chased again.</p> <p>159. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:</p> <p>(a) The District Council held a meeting on the 19th September to discuss the Joint Local Plan 2041 (Approval of Publication Version and Next Steps).</p> <p>(b) A representative of SHIELD had attended and her notes were distributed to all Councillors.</p> <p>160. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK):</p> <p><u>Community Building – Ken Batley Centre</u></p> <p>(a) There had been no further updates on the handover of the building.</p> <p>(b) A meeting is required to assess the usage of the community building.</p> <p>(c) A solicitor had been asked to draft a lease agreement for the Scout's use of the Community Building, and we await their response.</p> <p><u>Street Name Error</u></p> <p>(a) A resident had previously contacted the Parish Council regarding a spelling error in one of the</p>	<p>JW, JM</p> <p>JM</p> <p>ALL</p>
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<p>street names on the development to the east of Chalgrove. The Parish Council had suggested 'Thomas Maule', and the resident has seen the name as "Thomas Maul Close" in a recent planning application; so missing the E.</p> <p>(b) Having queried this with the District Council they responded to confirm that they had made the mistake. It was noted that, whilst there was a process to change street names, it would be extremely difficult to get an agreement from all households involved.</p> <p>(c) Places for People had been asked for their comments and had responded to state that any change of street name would cause many problems as some of the affected plots are sold and going through the conveyancing process which would mean contracts being changed, paperwork needing to be amended, and mortgage offers being changed.</p> <p>(d) It was agreed by all to revisit the issue when all plots were fully occupied.</p> <p>161. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW): Nothing to report.</p> <p>CORRESPONDENCE:</p> <p>162. <u>Community First Oxfordshire AGM</u> The Parish Council had been invited to attend the Annual General Meeting of Community First Oxfordshire, along with a presentation on the climate impact of construction. Cllrs. Pritchard and Dudley are to attend the online meeting.</p> <p>163. <u>St Mary's PCC</u> requested a donation of £1500 towards the upkeep of the churchyard. The donation of £1500 was approved; proposed Cllr. Russell, seconded Cllr. Winnard, agreed by all.</p> <p>164. <u>Donation Request for Wheelchair</u> A Chalgrove resident wrote with a request for advice to fundraise £10,000 to obtain a custom-made rugby wheelchair following her invitation to join the first rung of talent pathway for Great Britain Wheelchair Rugby. The Clerk had provided advice and suggestions but had explained that, due to the Parish Council's financial regulations, it would not be in the Parish Council's remit to provide a donation.</p> <p>165. <u>OALC Finance Training</u> The Parish Council were informed of OALC's Finance Training to include Internal Controls and Budget Setting, followed by New Financial Regulations and VAT. It was agreed that the Clerk and Cllr. Russell, Chair of the Finance Committee, should attend the training at a cost of £115 ex VAT per person; proposed Cllr. Waters, seconded Cllr. Pritchard, agreed by all.</p> <p>166. <u>Citizens Advice Oxfordshire South & Vale</u> requested a donation towards their services after assisting 77 clients from Chalgrove in the past year. A donation of £140 was approved; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.</p> <p>167. <u>Chalgrove Cricket Club</u> requested a donation towards their bonfire and firework display on the 26th October, in order for the event to remain free of charge for the community. A donation of £500 was approved; proposed Cllr. Pritchard, seconded Cllr. Winnard, agreed by all.</p>	<p>AP, AD</p> <p>JW, JM</p>
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168. PLANNING APPLICATIONS: (Parish Council decision only):

(a) P24/S2773/HH	The Great Barn 20 Mill Lane	Replacing the existing fenestration with crittal-style glazing. Internal alterations on all existing floors and addition of new windows to the rear elevation. NO OBJECTION, with comments.
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(b) As previously agreed the Clerk will attend the District Council's Planning Training on the 8th October, 6pm.

169. REPORT FROM THE DISTRICT COUNCILLOR:

No report had been received.

170. REPORT FROM THE COUNTY COUNCILLOR:

No report had been received.

ACCOUNTS:

171. Four cheques had been signed outside of the main Parish Council meetings; 007841 - 007844

172. ACCOUNTS SANCTIONED FOR PAYMENT:

007841	Cancelled cheque	
007842	Cancelled cheque	
007843	Building Bespoke – refurbishment	£16186.94
007844	Building Bespoke – refurbishment	£1664.12
007850	Countryside Estate Services – groundsman	£1385.98
007851	M Bullen – Youth Centre cleaning	£192.00
007852	N Kerridge – youth work	£507.00
007853	B Murphy – youth work	£104.00

007855	Playsafety Ltd – ROSPA	£302.40
007856	Shield Maintenance – dog waste removal	£185.64
007857	Moore – audit fees	£1056.00
007858	SODC – business rates	£75.00
007859	BT – telephone line	£90.06
007860	SSE – electricity supply	£935.29

ANY OTHER BUSINESS:

173. Cllr. Dudley spoke of the upcoming fruitful hedging volunteer day.	
174. Cllr. Nixey queried what level of insurance a contractor would need to spread salt on the highway. Queries are to be made with the County Council.	JM
175. Cllr. Pritchard reminded the Parish Council of the alterations required to the Chair's Chain.	JM

The meeting closed at 8.36pm

Signed: Chair

CHALGROVE PARISH COUNCIL

APPENDIX A

Storage Container Site Meeting – 18th September 2024

Present: Jo Murphy – Parish Clerk
John Woods – Cavaliers FC
Adam Greenhalgh – Jennings
Mick (surname unknown) – haulage contractor

All in attendance walked the route that the container would have to travel. Many concerns were raised as to the actual logistics to transport the container to its preferred site:

- (a) Siting the container in the approved position means that the side of the container is only between 2.5 and 3 metres from the byline. John Woods, Cavaliers FC, has requested the OFA guidelines on the safe distances but has not yet received a reply.
- (b) The Haulage Company would not entertain even venturing beyond the car park as the weight of the vehicle would render it vulnerable. In addition the bridge is not wide enough to take the vehicle.
- (c) There are concerns surrounding the weight limit of the concrete bridge. Oxfordshire County Council had been asked to undertake a bridge weight assessment but there had been no response.

All in attendance discussed alternatives:

- (a) Jennings could transport the container to RAF Benson, but because of the immense amount of paperwork required to get on the base they would be reluctant to contemplate this option. They also raised a potential problem of how close the Chinook could get to the preferred site. They suspected, as this is close to the tree line, it might dump the container in the middle of the football pitch or even the lower level of Janes meadow. There would then be no way of moving the container to the correct position.
- (b) It was suggested that the Cavaliers FC formally apply to the Parish Council to temporarily store the container in the Village Hall car park for onward transportation. The haulage contractor is to send details of a caterpillar tracked vehicle and trailer, which would be an added cost, and there was a suggestion of using a 4x4 vehicle and trailer.
- (c) Suggestions were made to find a new location for the storage container.

Village Hall Committee Meeting – Thursday 19th September 2024

Present: Cllr. A. Ziemelis, Ctte Chair Cllr. J. Russell
Cllr. P. Waters Cllr. A. Dudley

Apologies Accepted: Cllrs. Pritchard, Charman & Winnard

Not present: n/a

ELECTION OF COMMITTEE CHAIR

(a) Cllr. Ziemelis was unanimously re-elected as Committee Chair; proposed Cllr. Russell, seconded Cllr. Dudley, agreed by all.

PROJECT VIKTOR – WORK UNDERTAKE

Heating System

(a) The heating system had been updated, including a new boiler and radiators.

PROJECT VIKTOR – WORK REQUIRED

James Martin Room

(a) Quotations are to be obtained for a new carpet.

AZ, JM

(b) Quotations are to be obtained for new chairs.

AZ, JM

(c) Quotations are to be obtained for a ceiling mounted projector.

AZ, JM

(d) Discussions took place regarding the breeze block walls, and suggestions were made to plaster the walls. It was agreed to paint the walls first and see how they look.

(e) Locks are to be placed on the cupboard doors.

AZ, JM

Electrical Works & Suspended Ceiling

(a) Quotations had been received for new lighting within the Village Hall, and new ceiling tiles.

(b) The contractor is to be asked to include the de-installation of the public telephone.

AZ, JM

(c) The contractor is to be asked to include the removal of the old electrics which fed the wall heaters.

AZ, JM

Air Conditioning

(a) Previous quotations had been received the contractor is to be asked to re-submit the quotation with updated pricing.

AZ, JM

Painting & Decoration

(a) Quotations had been received.

(b) The contractor is to be asked to include boxing in the pipes within the meeting room and main hall.

AZ, JM

(c) Discussions took place regarding the dark coloured doors and advice is to be sought on painting/staining them lighter, or quotations for replacement doors.

JM

(d) New coat hooks are required for the hallway.

JM

(e) New curtains are required for the main hall.

AZ, JM

Extras

(a) Quotations are to be sought for a new storage building within the gated outside area.

JM

(b) Discussions are required regarding new tables and chairs.

ALL

Timeline

(a) All quotations are to be brought to the November Parish Council meeting for approval.

(b) The work required would involve a Village Hall closure.

JM

ALL