

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Monday 6th May 2024.**

Present:

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

Apologies Accepted: Cllrs. Turner & Winnard

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. Charman, agreed by all.

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

3. RECONSTITUTION OF COMMITTEES:

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

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

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

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

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

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

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

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

Emergency Planning: All Councillors.

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

4. The minutes of the meeting held 8th April 2024 were approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Charman, agreed by all.

<p>PUBLIC SESSION:</p> <p>None</p> <p>MATTERS ARISING:</p> <p>5. VANDALISM & ASB:</p> <p><u>Graffiti</u></p> <p>(a) There had been a vast amount of graffiti/tagging throughout the Village, and the matter had been reported to the County Council and Police.</p> <p>(b) The Parish Council are to source an adequate product to remove it.</p> <p>(c) CCTV is to be checked to find the culprit who undertook the graffiti/tagging on the Youth Club.</p> <p><u>Vandalism</u></p> <p>(a) A Village Hall window had been accidentally broken by a young person throwing stones. The parent had arranged for a contractor to undertake the necessary repairs and replace the pane of glass, at their own expense.</p> <p>(b) The wooden seating within the Tennis Court had been vandalised. The debris is to be cleared away by the Parish Council Caretaker and the Parish Office are to check the CCTV footage in order to identify the culprit(s).</p> <p>(c) The Mill bridge had been vandalised. Repairs have already been made to the underside of the bridge by the Parish Council Caretaker. The County Council had been informed of the vandalism to the top of the bridge (removal of a plank) and our offer to repair on their behalf, and they are to arrange the delivery of the specific type of plank to be used (35mm x 220mm x 820 mm C24</p>	<p></p> <p></p> <p>JM</p> <p>JM</p> <p></p> <p>JM</p> <p>JM</p>
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<p>timber). The Parish Council Caretaker will make the necessary repairs.</p> <p><u>Anti-Social Behaviour</u></p> <p>(a) 4 young people had verbally abused a Parish Council employee, and made threats regarding their family, after the employee had asked them to get off the Village Hall roof. The matter will be reported to the Police, following consent from the employee. Should the employee agree, the 4 young people are to be banned for a period of 1 month.</p> <p>(b) A female resident had driven her car half-way across The Lower Rec, following an incident involving her child and another child. The Cavaliers FC youth manager, using The Rec at the time, reported that she drove at speed whilst there were children around. The matter had been reported to the Police.</p> <p>6. 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><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 County Council had responded to report on their trials in certain locations to ascertain the success of the temporary traffic calming measures, ahead of the necessary design drawings and public consultation process. It is therefore not something that can be used within the Village at present, and they suggested that the Parish Council undertake a speed survey.</p> <p>7. CAVALIERS FC</p> <p><u>Container</u></p> <p>(a) The Parish Council had submitted the Lawful Development application to the District Council, following prior approval, and await the response from the consultation.</p> <p>(b) The County Council Bridge team, and Countryside Access team, had been notified of the need for a weight restriction assessment on the bridge due to the proposed extensive drainage/pitch works on the Top Rec and Janes Meadow, which requires heavy machinery and vehicles. The County Council have been asked to clarify whether a weight restriction survey is something they should undertake, or whether the Parish Council will need to employ a contractor to undertake the survey.</p> <p>(c) The Parish Council had also re-iterated the concerns over the concrete bridge and the deteriorating brook bank.</p> <p><u>Top Rec & Janes Meadow</u></p> <p>(a) In order to reduce the amount of funding required for the work on the Top Rec and Janes Meadow (by re-claiming the VAT), the Cavaliers FC ask that the Parish Council be named as the grant applicant for the Pitch Funding, following advice from the Oxfordshire FA.</p> <p><u>Lower Rec</u></p> <p>(a) The levelling of the Lower Rec is a separate project, and the Cavaliers FC are to seek funding via the South Oxfordshire District Council Community Infrastructure Levy (CIL) fund. In order to apply for this funding, a survey is required to ascertain the full extent of the project.</p> <p>(b) The Cavaliers FC request that a full survey with report, in the region of £1500-£2000, be funded by the Parish Council.</p> <p><u>Goals</u></p> <p>(a) Goals had been repeatedly left in the middle of the Lower Rec. Having spoken to the Cavaliers FC Chair, it was reported that a Parish Councillor had requested the goals be left unlocked for use by the community.</p> <p>(b) Councillors were reminded that no one Councillor may make decisions on behalf of the Council.</p> <p>(c) Due to the goals not being put back after use, and young people using them to climb on the Village Hall roof, the Cavaliers FC are to be asked to lock up the goals as per previous agreements.</p> <p><u>Meeting with the Cavaliers FC</u></p> <p>(a) Due to requests made by the Cavaliers FC, it was noted by all Councillors that there was not enough information to make a financial decision.</p>	
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<p>(b) A meeting is to be held with the Cavaliers FC Chair.</p> <p>8. ROLES & RESPONSIBILITIES</p> <p><u>Workshop</u></p> <p>(a) The Clerk thanked all Councillors for attending the training session on the 29th April.</p> <p><u>Outcomes</u></p> <p>(a) Further to the training session, several proposed changes were discussed:</p> <ol style="list-style-type: none"> 1. <i>{In order to ensure that meetings are not rushed, and that Councillors do not hold separate conversations or talk over one another, all Councillors are to raise their hand when they wish to speak and wait to be called upon by the Chair}</i> It was agreed by all that the raising of hands was not necessary. 2. <i>{Parish Council meetings are to be held at the earlier time of 7pm, unless otherwise stated}</i> It was agreed by all that this change would be implemented at the next meeting. 3. <i>{A comfort break will be allocated within the agenda, at approximately half way through the meeting. This will be used by anyone requiring it, lasting no longer than 5 minutes}</i> It was agreed by all that a comfort break was not required. 4. <i>{Committee Chairs are to assist with the setting of meeting dates and agendas}</i> Agreed by all. 5. <i>{Committee Chairs are to ensure that tasks are allocated to a specific Councillor or staff member, and attach a deadline to each task. The Committee Chair is responsible for ensuring that all tasks are completed}</i> Agreed by all. 6. <i>{Committee Chairs are to briefly update the Parish Council at main meetings}</i> Agreed by all. 7. <i>{All Committees will have a Vice-Chair}</i> Agreed by all. 8. <i>{A WhatsApp group is to be created for each separate Committee}</i> Concerns were made regarding this being suitable for all Councillors, and further investigations are to be made. 9. <i>{A projector and screen are to be used within the meeting room}</i> It was agreed by all to seek quotations. 10. <i>{WiFi is to be boosted throughout the facility}</i> It was agreed by all to seek quotations. <p>9. MATTERS UNRESOLVED: Restricted Byway, 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, Emergency Planning Storage Container, Village Green Legality, Village Hall Car Park Bollards, Knights Manholes & Frogmore Culverts.</p> <p>10. 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>11. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:</p> <p><u>SODC</u></p> <p>(a) The Parish Council await results of the planning enforcement report for Chalgrove Meadows.</p> <p>(b) The Parish Council await results of the planning enforcement report for 73 Mill Lane.</p> <p>(c) The Parish Council await installation of new Mill Lane and Brinkinfield Road street signage.</p> <p><u>OCC</u></p> <p>(a) Work is still required on the broken white railing outside 45 High Street. The County Council report that this has been delayed due to the flooding.</p> <p>(b) 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.</p> <p>(c) The Chapel Lane concrete ledge has been repaired, and the barriers removed.</p> <p>(d) The Marley Lane drainage leaks had been repaired.</p> <p>(e) The exposed wiring and trip hazard on the High Street (at the bottom of the Rupert Close steps) had been filled in.</p> <p><u>Thames Water</u></p> <p>(a) The debris surrounding the pipe behind 8 Berrick Road had been removed.</p> <p><u>Environment Agency</u></p> <p>(a) No outstanding actions as the Volunteer Group have completed all the tree removals.</p>	<p>JM</p>
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<p>12. ANNUAL PARISH MEETING & CROOKSTON SHIELD:</p> <p><u>Annual Parish Meeting</u></p> <p>(a) The APM takes place once per year, and allows the Parish Council to update the public on what we have done, and what we intend to do.</p> <p>(b) This year's meeting will take place on Monday 13th May.</p> <p>(c) Local organisations/groups had been asked to give a brief presentation on what they do. Several had confirmed their attendance, and the deadline for responses is on Friday 3rd May.</p> <p><u>Crookston Shield 2024</u></p> <p>(a) The Crookston Shield is awarded annually in memory of David Crookston, who was a member of the Royal British Legion in Chalgrove. All members of the public are invited to nominate a club or group of people who, in the past year, have done something special to benefit the people of Chalgrove. All nominations must be supplied to the Clerk by the 12th May 2024.</p> <p>(b) The award, along with £50, will be presented to the winner(s) at the Annual Parish Meeting on the 13th May 2024.</p> <p>(c) All Councillors are welcome to make a nomination.</p> <p>13. RECREATION COMMITTEE:</p> <p>No Committee meeting had taken place.</p> <p><u>Tree Survey</u></p> <p>(a) Cllrs. Charman and Winnard undertook ivy removal on the trees classed as 'good'.</p> <p>(b) A quotation has been sought for work required to dead/poor, and fair trees.</p> <p><u>Grass Seeding</u></p> <p>(a) Grass seeding will take place on the muddy area adjacent to the MUGA.</p> <p>(b) Respect boundary fencing will be placed in the area.</p> <p><u>Skate Park</u></p> <p>(a) The temporary fencing is due to be replaced, before May Day.</p> <p>(b) Fencing has been purchased and will be put up by the Clerk early morning on the 6th May.</p> <p>14. ALLOTMENT COMMITTEE:</p> <p>No Committee meeting had taken place.</p> <p><u>Mill Lane Allotment Site</u></p> <p>(a) The stones had been delivered to the site for use on the parking area.</p> <p>(b) The tenancy listing is to be assessed, following reports that tenants have left/switched sites without informing the Parish Council.</p> <p><u>Bypass Allotment Site</u></p> <p>(a) The bridge is to be replaced within the next week.</p> <p><u>Mill Lane Site Fencing</u></p> <p>(a) A quotation had been sought for new fencing, at a cost of £700 ex VAT.</p> <p>(b) The old fence would need to be removed beforehand, all obstructions cleared and the ground levelled.</p> <p>(c) The cost of £700 ex VAT was approved; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all, and work is to commence following a site visit undertaken by Councillors.</p> <p>15. VILLAGE HALL COMMITTEE:</p> <p>A Committee meeting had taken place on the 25th April, and the minutes of the meeting can be found at Appendix A.</p> <p><u>Heating System</u></p> <p>(a) Quotations had been sought for an updated heating system for the Village Hall and Sports Pavilion.</p> <p>(b) The cost of £16,361.99 ex VAT was approved; proposed Cllr. Ziemelis, seconded Cllr. Russell, agreed by all.</p> <p>16. EMERGENCY PLANNING COMMITTEE:</p> <p>No Committee meeting had taken place.</p> <p><u>Call For Volunteers/Resources/First Aiders</u></p> <p>(a) It had been previously agreed to hold an event to source volunteers, resources and first aiders for the updated Village Plan.</p> <p>(b) A provisional date of 29th June was set, and the event is to be run by Cllrs. Russell, Pritchard and Dudley.</p>	<p>JM</p> <p>JM</p> <p>JW, JM</p> <p>PW, JW</p> <p>JM</p>
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22. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE: <u>Community Building</u> (a) The Parish Council await the formal signed copies of had the Transfer Contract. (b) Residents had been told that the Community Building will have a formal opening event in June, with “everyone invited”. Further information had been sought from Ridgepoint Homes. (c) The Scouts are to be chased for their decision on whether they wish to lease the Community Building. (d) It was noted that the development site was untidy, with plastic hanging off the fencing, and a letter is to be sent to Places for People.		JM PW
23. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE: No updates. CORRESPONDENCE: 24. <u>Benson Library</u> The Friends of Benson Library Trustees wrote to request a donation. Based on the 127 library users from Chalgrove, their suggested donation of £426 was approved; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by the majority following a vote. 25. <u>Horticultural Show</u> The Horticultural Show Committee wrote regarding their fundraising quiz at the Village Hall on the 17 th May, and requested that the Parish Council form a team. 26. <u>Chalgrove Band Equipment</u> A former Chalgrove Band member had requested that the stored equipment and sheet music be transferred to Towersey brass band, by way of a contractor, paid for by the Band funds which were in the trust of the Parish Council. It was agreed to obtain quotations. 27. <u>ENRYCH</u> A donation request had been received from ENRYCH, a small charity supporting 140 physically disabled people across Oxfordshire. A donation of £40 was approved; proposed Cllr. Pritchard, seconded Russell, agreed by all. 28. <u>Home Start</u> A donation request had been received from Home Start, a charity supporting vulnerable families with at least 1 child under the age of 5. A donation of £50 was approved; proposed Cllr. Waters, seconded Cllr. Pritchard, agreed by all.		 AP, JW JM
29. PLANNING APPEAL – LAND AT 61 BRINKINFIELD ROAD (a) A planning appeal had been made against the District Council’s refusal of Planning Application P23/S1344/FUL, for the development of one semi-detached 2 bedroom and one semi-detached 3 bedroom dwellings on land adjacent to 61 Brinkinfield Road. (b) The Parish Council’s previous objections had been forwarded to the Planning Inspectorate and the Parish Council now awaits the results of the appeal.		
30. PLANNING APPLICATIONS: (Parish Council decision only): None		
31. REPORT FROM THE DISTRICT COUNCILLOR: No report.		
32. REPORT FROM THE COUNTY COUNCILLOR: Cllr. Van Mierlo provided a report on Chalgrove Airfield, the Oxford United Stadium, the Strategic Active Travel Network, Community Transport Grants, road closures, Marley Lane drainage, and repairs to walls and railings on the High Street.		
ACCOUNTS: 33. No cheques had been signed outside of the main Parish Council meetings.		
34. ACCOUNTS SANCTIONED FOR PAYMENT:		
007748	N Kerridge – youth work	£507.00
007749	B Murphy – youth work	£104.00
007750	R Murphy – litter picking	£360.00
007751	M Bullen – Youth Club cleaning	£240.00
007752	Countryside Estate Services – groundsman	£1385.91
007753	Castle Water – Mill Lane water supply	£80.78
007754	Castle Water – Village Hall water supply	£297.61
007755	Planning Portal – planning application (container)	£143.25
007756	Shield Maintenance – removal of dog waste	£156.00
ANY OTHER BUSINESS: None		

The meeting closed at 9.28pm

Signed: Chair

CHALGROVE PARISH COUNCIL

APPENDIX A

Village Hall Committee Meeting – Thursday 25th April 2024

Present: Cllr. A. Ziemelis, Ctte Chair Cllr. A. Dudley
Cllr. J. Russell Cllr. A. Charman
Cllr. A. Pritchard Cllr. J. Winnard

Apologies Accepted: Cllr. Waters

Not present: n/a

Minutes taken by Cllr. Ziemelis

<u>Project ViKTor Phase II</u>	
(a) A discussion was had with regards to the works that were required for phase II of the project.	
(b) Decision was made to use Oxtex to upgrade the heating system. Therefore, AZ will contact them to get an updated quote.	AZ
(c) Decision made to ask on the Chalgrove Facebook Page for tradesman to do electrical, decorating, flooring, cupboards etc to get in touch if they wanted to quote for the works.	AZ
(d) Discussion on window dressing .. decided it needed updating but to what is in question. Possibly look at other Village Halls to see what they use. Eg curtains, blinds??	AZ,JR,AD
(e) Decided to reach out to other tradesman – Adam Ousley, Ollie Emmerson, Jake Lane, John Burder, Gary Brooks and others.	AZ
(f) Decided to contact Oven Blitz re the cleaning of the ovens to give us a price.	AZ
(g) AZ said this would need to be project managed to ensure contractors new when to start work etc... agreeing that the heating installation was to start first. Jan and Jim said they would be willing to do this with AZ.	AZ,JR,JW
(h) Solar panels discussed but decided this was not an option for the village hall due to possible damage from football, trespassers etc...	
(i) Decision made to hopefully start in the summer holidays if possible.	ALL