

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 2nd March 2023**.

Present:

Cllr. A. Pritchard, Chair	Cllr. C. Nixey
Cllr. P. Waters, Vice-Chair	Cllr. J. Russell
Cllr. D. Turner, also Dist. Cllr	Cllr. A. Charman
Cllr. R. Reed	

Apologies Accepted: Cllrs. Dudley and Ziemelis

Not present: n/a

Members of the public: None

349. The minutes of the meeting held 2nd February 2023 were amended, approved and then signed by the Chair; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all.

PUBLIC SESSION:

None

MATTERS ARISING:

350. VANDALISM & ASB:

Anti-Social Behaviour

- (a) Three young people had been banned from Youth Club and the surrounding area due to repeated door knocking.
- (b) Reports had been made of a small group of Year 7 students smoking drugs on the Recreation Ground. Witnesses had been asked to contact the Police directly.
- (c) Reports had been made of a small group of boys repeatedly bullying other children on the Recreation Ground. Witnesses had been asked to contact the Police directly.

Dog Mess Bins

- (a) A new dog mess bin had been installed in Chapel Lane.
- (b) Two complaints had been made regarding the style of the bin and the lack of a lid, causing concerns over the smell to adjacent neighbours in the summer months.
- (c) It was agreed by all to re-site the bin elsewhere and to seek alternative quotations for a bin with a sufficient lid.
- (d) Cleaner Chalgrove are to start refilling the dog waste bag dispensers, and had reported that they have enough funds to purchase more.
- (e) An assessment of the dog waste bins is ongoing, in order to assess whether more bins or more frequent disposal is required.

Litter

- (a) General litter issues throughout the village continues.
- (b) Household waste continues to be dumped in and around the bins on the Recreation Grounds.
- (c) A Community Litter Pick, organised by Cleaner Chalgrove, took place on the 18th February. 20 adults and 11 young volunteers collected 33 bags of litter from throughout the village. The Parish Council thank Cleaner Chalgrove for organising the event.
- (d) Complaints had been received following litter coming from the bin cage and Grundon bin outside Londis. Having spoken with the landowner, the Parish Council were assured that the bins would be returned to the rear of the shop once the building works had been completed.

351. PARKING ISSUES & SPEED REDUCTION MEASURES:

High Street

- (a) Cllr. Waters is to install the "access Required 24/7" signage outside 53 High Street.

Speed Indication Devices

- (a) Cllrs. Pritchard and Nixey attended the SID Technical Meeting, 25th February, and assisted the Clerk in setting up the software and testing the equipment.
- (b) The equipment passed all tests and can now be placed onto the poles.
- (c) A working party is required to assist placing the devices onto the poles.
- (d) There are still concerns over the low hanging BT lines situated above the Mill Lane pole. BT had

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<p>been informed and the Parish Council await a response.</p> <p>352. MEMORIAL GARDEN:</p> <p>(a) Cllr. Russell provided an update on works taking place at the Memorial Garden.</p> <p>353. GIGACLEAR:</p> <p>(a) Gigaclear had written to report that the installation of the router is to take place on the 10th March.</p> <p>354. EV CHARGING POINT PROJECT:</p> <p>(a) Councillors had previously discussed a potential project alongside the County Council, whereby two EV charging points would be installed within the Village Hall car park.</p> <p>(b) After requesting an update, OCC responded to report that their request for funding had failed but that they hoped to try again soon.</p> <p>355. B480 TREES:</p> <p>(a) The County Council had previously reported their intent to plant trees along the B480, and had confirmed a start date of the 6th March.</p> <p>(b) It was noted that the main sewer is located under the proposed tree planting line, and the County Council are to be made aware.</p> <p>356. FOOTPATH INSPECTIONS:</p> <p>(a) Inspections are to be undertaken by Councillors, and completed by the May Parish Council meeting.</p> <p>(b) The Inspection Log and Resident Letter were reviewed, and approved with no changes.</p> <p>357. ROLES & RESPONSIBILITIES WORKSHOP:</p> <p>(a) Following discussion with the Chair the workshop was cancelled and re-scheduled to take place on Monday 15th May, after the Election, in order to include any new Chair, Vice-Chair and Councillors.</p> <p>358. WATLINGTON RELIEF ROAD:</p> <p>(a) Discussions took place regarding the County Council's public consultation; to gather feedback on their proposals for the Watlington Relief Road project, which aims to provide an alternative route and direct access to the B4009 either side of Watlington without the need to travel through the town centre.</p> <p>(b) Councillors had been made aware of the two drop-in exhibitions on the 23rd February and 9th March.</p> <p>(c) Cllr. Pritchard spoke of her attendance at a meeting alongside neighbouring Parish Councils to discuss the proposals.</p> <p>(d) A response is to be sent to state that the Parish Council expect mitigations to slow down the traffic.</p> <p>359. SUMMER CELEBRATION:</p> <p>(a) The Summer Celebration is to take place on Saturday 24th June.</p> <p>(b) Expenses, including the cost of sound engineering, of £1500 were approved; proposed Cllr. Waters, seconded Cllr. Pritchard, agreed by all.</p> <p>360. MATTERS UNRESOLVED:</p> <p>Matters Unresolved: Project ViKToR, Parish Council Website, Standing Orders & Policies, EV Charging Point Project, Defibrillator, Mill Lane Gate, Gray Bench, Car Park Sign, Warm Space, Solar Panels, Recreation Ground Bridge, Emergency Planning Storage Container, Village Hall Insurance Claims, Village Green Legality, Mill Lane Road Sign, Clearance of Footpaths 5&6, Village Hall Car Park Bollards, Knights Manholes & Frogmore Culverts.</p> <p>361. COUNCILLOR ELECTION / CO-OPTION:</p> <p><u>Vacancy 1</u></p> <p>(a) Following the death of Mr. Brian Gray, SODC had granted permission for the Parish Council to co-opt.</p> <p>(b) The vacancy had been placed in the public domain with a deadline of the 28th February.</p> <p>(c) There had been no applicants and the deadline is to be extended until the 30th April.</p> <p><u>Vacancy 2</u></p> <p>(a) Cllr. Roberto Mariano had reluctantly resigned from the position of Parish Councillor for personal reasons.</p> <p>(b) SODC are to be informed.</p>	<p>JM</p> <p>JM</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>AP, JM</p> <p>JM</p> <p>JM</p>
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<p>362. PARISH COUNCIL ELECTIONS 2023:</p> <p>(a) Parish Council elections will take place on Thursday 4th May 2023, and polling will take place in the Village Hall.</p> <p>(b) The Parish Council are to place the 'notice of election' in the public domain no later than Monday 20th March.</p> <p>(c) Nomination packs had been distributed to all Councillors.</p> <p>(d) Nominations are to be delivered, by hand, to the SODC offices in Abingdon by 4pm on Tuesday 4th April.</p> <p>(e) All Councillors were informed of the guidelines and restrictions on decision making and publicity during the pre-election period (formally known as Purdah).</p> <p>(f) Discussions took place regarding the date of the May meeting; 15th May at the earliest for a contested election, and the 9th May at the earliest for an uncontested election.</p>	<p>JM</p> <p>ALL</p>
<p>363. ANNUAL PARISH MEETING & CROOKSTON SHIELD:</p> <p>(a) The purpose of the Annual Parish Meeting is to give the Parish Council, and other local organisations, an opportunity to let local residents know what they have been doing, and what they intend to do. The meeting is also an opportunity for the public to have a say on anything they consider valuable to the people of the Parish.</p> <p>(b) The meeting will be held on Monday 24th April.</p> <p>(b) The Clerk provides a report on the previous year, and the Chair provides a report on the upcoming year.</p> <p>(c) The Primary School and Childrens Hub will be invited to provide an update on their services.</p> <p>(d) The SODC Waste Team are to be invited to give a talk on waste and recycling.</p> <p><u>Crookston Shield</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.</p> <p>(b) All nominations must be supplied to the Clerk by Friday 21st April.</p> <p>(c) The award, along with £50, will be presented to the winner(s) at the Annual Parish Meeting on the 24th April.</p>	<p>ALL</p> <p>AP, JM</p> <p>JM</p> <p>JM</p>
<p>364. RESTRICTED BYWAY AT THE RECREATION GROUND:</p> <p>(a) It had been previously agreed to reposition the Skate Park fencing by taking it in 1.5M, so as to widen the byway route to suit Mr. Knights requests. The County Council had previously been informed that the Parish Council wished to proceed with the Extinguishment Order application. The County Council had responded and asked that the Parish Council wait for Mr Knight's approval in order to reduce the chances of having to go to the Secretary of State.</p> <p>(b) Mr. Knight had written with his thoughts on the proposal.</p> <p>(c) Mr. Knight reported his belief that the skatepark was intentionally sited in an attempt to stop people using the public right of way, and noted that he had spoken to a previous Parish Councillor who informed Mr. Knight that the topic of a right of way was discussed at a meeting but ignored by the majority. The Parish Council, which includes some of the Councillors present in 2001 and 2002 when the Skatepark was discussed and approved, object to the accusation. The skatepark received planning permission from the District Council and was sited in an area where there would be least noise impact on neighbouring properties, with sufficient space around the facility for those walking around the perimeter of the Recreation Ground.</p> <p>(d) Mr. Knight reported that he sees no requirement for the skatepark to be completely fenced. The Parish Council consider the fencing to be essential for the security of the children using the facility, particularly following the approval of the Restricted Byway which would allow horses to be in close proximity to users of the skatepark.</p> <p>(e) Mr. Knight reported that it would not be unreasonable for him to object to any Extinguishment Order that the Parish Council submitted but, for the benefit of the children in the village, he would consider accepting an Order which reduced the Restricted Byway by the footprint of the skatepark only with no fence on the side adjacent to the Restricted Byway, and requested that the fencing be removed immediately.</p> <p>(f) The Parish Council discussed Mr. Knight's proposal, but felt that the original proposal to reposition the fencing, agreed by the County Council and Mr. Knight at an on-site meeting, was a</p>	

<p>better option to protect the users of the skatepark and protect the future of the facility itself.</p> <p>(g) The Parish Council are to submit an Extinguishment Order to the County Council.</p> <p>365. RECREATION COMMITTEE:</p> <p>There had been no Recreation Committee meeting.</p> <p><u>Skatepark</u></p> <p>(a) Attempts are being made to find an alternative contractor to undertake the surface works.</p> <p><u>MUGA</u></p> <p>(a) Costs for MUGA re-surfacing had previously been approved. The order had been placed with Chiltern Sports, and the work will be undertaken when the weather allows.</p> <p>(b) The Parish Council approved the signing of the Form of Agreement.</p> <p><u>Play Area Report</u></p> <p>(a) Cllr. Waters continues to undertake the monthly assessment.</p> <p>366. ALLOTMENT COMMITTEE:</p> <p><u>Bypass Allotment Site</u></p> <p>(a) The Parish Council discussed the work required to Bridge number 3.</p> <p>(b) It was agreed by all that the work required was not in the Parish Council's skillset and a maximum cost of £500 was approved so that the work could be undertaken by a contractor; proposed Cllr. Russell, seconded Cllr. Waters, agreed by all.</p> <p><u>Mill Lane Site</u></p> <p>(a) Tenants had requested materials in order to undertake repairs to the car parking area and the fence line between the site and the adjacent field</p> <p>(b) Type 1, at a cost of £325 ex VAT, and wooden stakes, at a cost of £119.68 ex VAT were approved; proposed Cllr. Pritchard, seconded Cllr. Charman, agreed by all.</p> <p><u>Invoicing</u></p> <p>(a) Invoices are to be distributed.</p> <p>367. CHALGROVE NDP:</p> <p>(a) The NDP Committee seek to include a Design Code within the 'made' Neighbourhood Development Plan.</p> <p>(b) The Committee met with Community First Oxfordshire on the 8th February.</p> <p>(c) Following the submission of the technical grant to Locality, the Committee met with their chosen contractor, Aecom, on the 9th February.</p> <p>(d) Aecom had written with confirmation of eligibility for the funded technical support, and the Parish Council await a meeting date to discuss the next steps.</p> <p>(e) Cllrs. Pritchard and Russell are to attend the ONPA workshop on Saturday 25th March where topics such as policies, infill, and settlement boundaries are to be discussed.</p> <p>368. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:</p> <p>No updates.</p> <p>369. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE:</p> <p><u>Transfer of Community Building</u></p> <p>(a) Womble Bond Dickinson LLP, acting on behalf of People Homes Limited, had written in respect of the transfer of the Community Building and requested details of the Parish Council's legal representative.</p> <p>(b) The Parish Council had sought a quotation from Watlington Solicitors and an initial cost of £1000 ex VAT to assist with the transfer was approved; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.</p> <p>(c) The solicitor's contact details are to be sent to Womble Bond Dickinson.</p> <p>(d) Ridgepoint Homes had provided a timeline, noting that no more than 50% of the General Marking Housing can be occupied before the Community Building has been constructed, and they anticipate that this trigger will not be reached until September 2024.</p> <p><u>Proposed Highway Measures</u></p> <p>(a) The Parish Council had previously discussed the many proposed Highway measures for the new development and had asked the County Council for a meeting to clarify the necessity for so many.</p> <p>(b) The Parish Council await a meeting date.</p> <p>370. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE:</p> <p>No updates.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>AP, JR</p> <p>JM</p>
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<p>371. GLADMANS PLANNING APPEAL – P22/S1381/O</p> <p>(a) The inquiry had taken place throughout February at Benson Parish Hall with the Parish Council, SHIELD and District Council objecting to the proposed development.</p> <p>(b) The Parish Council now await the Inspector's decision.</p> <p>(c) Thanks were given to Cllrs. Russell, Dudley, Pritchard, and Mr. Paul Boone.</p> <p>CORRESPONDENCE:</p> <p>372. <u>May Day Festival Stall</u> The Festival Committee had written to ask whether the Parish Council require a stall at the upcoming festival. It was agreed that a stall was not required this year.</p> <p>373. <u>SODC Waste Team – Deep Cleanse</u> The District Council wrote to report that they would be undertaking a street clean in May, to include litter picking, sweeping and removing weeds and moss on pavements. The Parish Council are to request that the team focus on the High Street, Baronshurst Drive, and Flemming Avenue including the streets leading off.</p> <p>374. <u>Invitation to Cllr. Turner's Fundraising Dinner</u> The Chair of the District Council, Cllr. David Turner, invited members of the Parish Council to his fundraising dinner on the 21st April at the Oxford Belfry, at a cost of £60. All profits from the dinner will be shared between the River Thame Conservation Trust and the First Steps Family Hub.</p> <p>375. <u>Freedom of Information Request</u> (a) A request was made to enquire how many functional and non-functional CCTV cameras there are within Chalgrove, and the total annual sum spent on CCTV, including procurement, ongoing maintenance and licensing, for the last 3 financial years.</p> <p>(b) The Parish Council had responded to state that information could only be provided regarding Parish Council owned CCTV but not for other cameras throughout the village which are privately owned by various businesses and residents.</p> <p>(c) Details of expenditure had been sent.</p> <p>376. <u>OALC Subscription 2023/2024</u> The Oxfordshire Association of Local Councils had written with their membership fees. The cost of £520.87 ex VAT was approved; proposed Cllr. Pritchard, seconded Cllr. Reed, agreed by all.</p> <p>377. <u>High Street EV Chargers</u> The landowner of the parking area outside the parade of shops (Londis, Chemist etc) wrote regarding his newly installed EV chargers, providing very interesting and useful information on the necessity of electric charging points. The Parish Council had suggested that he place this information in the LINK magazine.</p> <p>378. <u>Cuxham Conservation Area Consultation</u> The District Council had written with information on the proposed changes to the Cuxham conservation area.</p> <p>379. <u>Donation Request – CleanSlate</u> Following a request for donation, an amount of £50 was approved; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.</p> <p>380. <u>Chalgrove Festival Committee – Donation</u> Following a request for donation, an amount of £300 was approved; proposed Cllr. Pritchard, seconded Cllr. Waters, agreed by all.</p> <p>381. <u>Coronation Gifts</u> The Parish Council discussed the various Coronation memorabilia items. A quotation is to be sought for personalised mugs to be given to primary school age children.</p> <p>382. <u>High Street Railings</u> Following a request from a High Street resident, quotations are to be sought for the painting of the white railings on the High Street.</p>	<p>JM</p>
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383. PLANS (Parish Council decision only):

(Cllr. Turner took no part in the discussion or decision of any planning applications shown below)

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| (a) P23/S0491/HH | 3 French Laurence Way | Demolition of existing single-storey rear conservatory and construction of single-storey rear extension.
Construction of single-storey side extension.
NO OBJECTION. |
| (b) P23/S0569/HH | 173 High Street | Demolition of existing conservatory and construction of new single-storey rear extension.
NO OBJECTION. |

384. REPORT FROM THE DISTRICT COUNCILLOR:

Cllr. Turner reported on the SODC Budget, Cornerstone Arts Centre, Great British Spring Clean, the Joint Local Plan, planning reforms, leisure surveys, and EV charging.

385. REPORT FROM THE COUNTY COUNCILLOR:

No report received.

ACCOUNTS:

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

387. ACCOUNTS SANCTIONED FOR PAYMENT:

007489	B. Murphy – youth work	£104.00
007490	N. Kerridge – youth work	£468.00
007491	R. Murphy – bin management & litter picking	£336.00
007492	B. Wilson – allotment repairs	£16.12
007493	OALC – subscription	£625.04
007494	1 st Chalgrove Scouts – litter picking	£1250.00
007495	JA Plumbing – boiler services	£468.00
007496	Shield Maintenance – dog waste removal	£156.00
007497	SEFE Energy – gas supply	£466.91
007498	SSE – electric supply	£871.29
007499	S. Wooders – hirer refund	£56.00
007500	Countryside Estate Services – groundsman	£1386.35

ANY OTHER BUSINESS:

388. Cllr. Russell reported on the attenuation pond at Chalgrove Meadows, noting that the lining is loose. Miller Homes are to be informed.

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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.

389. HR COMMITTEE MEETING:Minimum Wage & Living Wage Increases

Due to the increase of the National Living Wage and Minimum Wage, effective April 2023, new hourly rates were approved; proposed Cllr. Pritchard, seconded Russell, agreed by all.

Salaries

Following the review of hourly rates the subsequent increase in salaries were approved.

Youth Club Cleaner

(a) Mrs. Susan Donoghue, Youth Club Cleaner, had notified the Parish Council of her retirement with a finish date of the end of March.

Handy Person

(a) The Parish Council had previously discussed the need for a handy-person/caretaker, using monies budgeted for the Financial Assistant.

(b) A job specification is to be drafted for approval by the Parish Council.

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CILCA Qualification

(a) The Clerk is to start the qualification following the Elections in May.

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(b) Once signed up the Clerk will have access to the course and learning platform for 12 months.

(c) The Clerk will need to commit approximately 200 hours of work to complete the qualification.

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

The meeting closed at 21:23pm.

Signed: Chair