

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 5th September 2024.**

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

Apologies Accepted: Cllrs. Ziemelis and Charman

Not present: n/a

Members of the public: None

106. The minutes of the meeting held 4th July 2024 were amended, approved, and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by all.

107. The minutes of the meeting held 1st August 2024 were approved, and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by all.

PUBLIC SESSION:

None

MATTERS ARISING:

108. VANDALISM & ASB:

Goals

- (a) Reports had been made from Village Hall hirers regarding noise levels, particularly bad language, from the young people using the goals next to the Parish Office.
- (b) 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.
- (c) It was noted that there appeared to be more goals than necessary on the Top Rec and Janes Meadow and the Cavaliers Committee are to be asked to check usage and remove the goals that they no longer use.

JM

Graffiti

- (a) Graffiti, which included racist comments, had been found within the teenage seating shelter on the Recreation Ground. The graffiti had been sprayed over immediately.

109. PARKING ISSUES & SPEED REDUCTION MEASURES:

Speed Indication Device – Berrick Road

- (a) It had been agreed by all to lower the SID device on the Berrick Road pole.

Speed Indication Device – Mill Lane

- (a) The Mill Lane SID had been installed but didn't work. On-site tests were undertaken and it was believed that the batteries and device require fixing.
- (b) The full device has been taken off the pole and stored at the Parish Council Office.
- (c) ElanCity had been asked for advice regarding repair.
- (d) It had been agreed by all to obtain quotations for a new device.
- (e) Suggestions were made to place the Berrick Road device on Mill Lane for a period of time.
- (f) A request is to be made to the County Council for two more poles; on the High Street near the Primary School, and on Monument Road near the zebra crossing.

JM
PW, CN
JM

Parking & Vehicle Complaints

- (a) Complaints had been received from Meadow Brook and Chalgrove Meadows residents regarding concerns over speeding on the B480.
- (b) County Cllr. Van Mierlo suggested a speed survey, to ascertain the degree of the issue.
- (c) The County Council had been asked to confirm the process for requesting a speed survey, and any associated cost to the Parish Council. The Parish Council await their response.
- (d) Ridgepoint Homes had previously been asked whether they intend to plant trees or install fencing to create a barrier between the properties and the B480. There had been no response. A letter is to be sent to Places for People.

PW, JM

Speed Monitoring

- (a) Whilst previous attempts at speed monitoring had been undertaken by the Parish Council and

<p>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 are to be approached to clarify the process.</p> <p>110. CAVALIERS FOOTBALL CLUB:</p> <p><u>Container</u></p> <p>(a) The Cavaliers continue to investigate how to get a container onto the site.</p> <p><u>Top Rec & Janes Meadow</u></p> <p>(a) Following the submission of a grant applicant by the Clerk and Cavaliers Committee Chair, an offer letter had been received.</p> <p>(b) The offer letter commits the Parish Council to a sum of £22,400 over a period of 6 years.</p> <p>(c) It was agreed by all that the Parish Council would approve the offer letter following confirmation that the Cavaliers Committee would arrange for someone to undertake the required Grounds Management Association Level 1 Football Groundsmanship course, and that they would be responsible for maintenance checks; proposed Cllr. Winnard, seconded Cllr. Nixey, 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 had previously agreed to fund the survey, at a cost of £1500 - £2000 ex VAT, provided by Elite Sports Turf. The Parish Council await the survey and invoice.</p> <p>111. 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) It was reported that the District Council would undertake the work on Monday 8th July, or the following week. No work has been undertaken and the District Council had been chased again.</p> <p>(c) The matter is to be escalated to District Cllr. Turner.</p> <p>112. FROGMORE CULVERTS:</p> <p>(a) Cllr. Russell reported on the vast amount of clearance work already undertaken on the ditches within Frogmore by the Volunteer Group, and upcoming work required.</p> <p>(b) The cost of 2 skips had been previously approved; just the 1 skip has been used so far.</p> <p>(c) Cllr. Russell spoke of her invitation to attend a meeting with Hardings residents to discuss the clearance of trees and the Hardings ditch.</p> <p>113. CROOKSTON SHIELD:</p> <p>(a) Due to the cancellation of the Party in the Park, the shield and cheque had not yet been formally awarded to the winner.</p> <p>(b) The Parish Council are to organise a presentation and photo opportunity.</p> <p>114. 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>115. 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>116. 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. A Mill Lane resident has reported on their conversation with the District Council who stated that the resident intends to apply for retrospective planning permission.</p> <p>(c) The Parish Council await installation of a new Brinkinfield Road street signage.</p> <p><u>OCC</u></p> <p>(a) The High Street railing has been repaired.</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</p>	<p>JM</p> <p>JM</p> <p>JR</p>
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<p>engineer. They had been chased, again.</p> <p>117. RECREATION COMMITTEE:</p> <p>There had been no Committee meeting.</p> <p><u>SkatePark</u></p> <p>(a) The Parish Council awaits a site visit date for Clark & Kent Contractors to assess and provide advice on the SkatePark.</p> <p><u>Tennis Court Bench</u></p> <p>(a) Discussions took place regarding the need for a new steel bench to replace the vandalised wooden bench.</p> <p>(b) The cost of £1168 ex VAT was approved; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.</p> <p>118. ALLOTMENT COMMITTEE:</p> <p>There had been no Committee meeting.</p> <p><u>Mill Lane Site</u></p> <p>(a) Cllr. Winnard reported on discussions regarding the fencing, and the need to meet with the contractor.</p> <p>119. PROJECTS:</p> <p><u>Project ViKToR Phase 2</u></p> <p>(a) The new boiler had been successfully installed during a closure of the hall in August.</p> <p><u>Parish Office Refurbishment</u></p> <p>(a) All clearance work had been undertaken with the assistance of Mr. Ben Murphy. A £100 gift voucher, as a thank you, was approved; proposed Cllr. Waters, seconded Cllr. Winnard, agreed by all.</p> <p>(b) The refurbishment started on the 2nd September and is expected to take 3 weeks.</p> <p><u>Youth Centre Refurbishment</u></p> <p>(a) The refurbishment started on the 2nd September and is expected to take 3 weeks.</p> <p><u>Sports Pavilion</u></p> <p>(a) The Sports Pavilion requires internal painting.</p> <p>(b) A site meeting is to be arranged to determine the job specifications.</p> <p><u>Volunteer Group Projects</u></p> <p>(a) The volunteer group had provided an update on the successful painting of the High Street railings.</p> <p>(b) A Thank You letter is to be sent.</p> <p>(c) It was previously agreed to discuss the cleaning of street signs with the volunteer group. Cllr. Russell to update the Parish Council at the next meeting.</p> <p>120. 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 Locality funding in order for AECOM to undertake the work required. The Parish Council had been informed that Locality will process the application in order for Aecom to undertake the required changes.</p> <p>121. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:</p> <p>(a) The District Council are to publish the proposed Joint Local Plan, along with the relevant supporting documents and the evidence the plan is based on. The public will have a 6-week opportunity to comment on whether they think the plan meets all the relevant technical requirements.</p> <p>122. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK):</p> <p><u>Community Building</u></p> <p>(a) The Parish Council await the formal signed copies of the Transfer Contract, along with an expected handover date, and Ridgpoint Homes had confirmed that this would be done by the end of the month.</p> <p>(b) A solicitor had been asked to draft a lease agreement for the Scouts' use of the Community Building, and we await their response.</p> <p><u>Street Name Error</u></p>	<p>JM</p> <p>JW</p> <p>JM</p> <p>JR</p>
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<p>(a) A resident contacted the Parish Council regarding a spelling error in one of the 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) Ridgepoint Homes and Places for People had been contacted for their comments.</p> <p>123. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW):</p> <p><u>Site Meeting</u></p> <p>(a) A site meeting had taken place with Parish Councillors, residents and Miller Homes in attendance.</p> <p>(b) The management company, RMG, had sent their apologies.</p> <p>(c) A summary of the site meeting, and the agreements made, had been sent to Miller Homes.</p> <p>CORRESPONDENCE:</p> <p>124. <u>District’s Digital Infrastructure Webinar</u> The Parish Council received an invitation to attend a webinar, focusing on what the District Council will focus on to enhance connectivity within the respective districts. Cllr. Winnard is to attend.</p> <p>125. <u>Lamb Allotment Bonfire Complaint</u> A Meadow Brook resident sent their concerns regarding bonfires on the allotment site which were affecting their day to day life, along with concerns over smoke over the highway and unattended bonfires. The site in question is not managed or maintained by the Parish Council and the matter was passed to the Lamb Allotment Committee.</p> <p>126. <u>The Chalgrove Local History Group</u> wrote to request that the archive room, within the Parish Office, be cleared of all non-historical archives, and be used solely for the purpose for which it was built. It was agreed by all to clarify how much space they required and what they wish to store so that further discussions can take place.</p> <p>127. <u>OALC Subscription Vote</u> OALC wrote regarding their financial losses and their proposal of a 7% increase to their portion of the subscription. As a member body the Parish Council have one vote at their online extraordinary general meeting on the 7th October. It was agreed by all that the Parish Council support the increased subscription fee; proposed Cllr. Waters, seconded Cllr. Winnard, agreed by all.</p>	<p>JW</p> <p>JM</p>												
<p>128. PLANNING APPLICATIONS: (Parish Council decision only):</p> <p>A Committee Meeting took place on the 27th June, and the minutes can be found at APPENDIX C.</p> <table><tr><td>(a) P24/S2471/HH</td><td>60 Fairfax Road</td><td>Single storey front and rear extensions</td></tr><tr><td></td><td></td><td>NO OBJECTION</td></tr><tr><td>(b) P24/S2640/O</td><td>Land adjacent to 18 Berrick Road</td><td>Outline application for 9 detached dwellings</td></tr><tr><td></td><td></td><td>OBJECTION</td></tr></table> <p>(c) APP/Q3115/W/24/3339245 – Land adjacent to 61 Brinkinfield Road</p> <p>An appeal was made by the applicant following the District Council’s refusal of Planning Application P23/S1344/FUL, for the erection of one semi-detached 2 bedroom and one semi-detached 3 bedroom dwellings. The appeal was dismissed by the Inspector.</p> <p>(d) P24/S1597/FUL – Land at Langley Field Farm – erection of a new agricultural barn</p> <p>The planning officer had been contacted to find out when the District Council would be discussing the application at their planning meeting; he responded to report that he hopes to get amended plans, which the parish council will be consulted on, which will address some of the concerns and hopefully negate the need to refer the application to planning committee.</p> <p>129. REPORT FROM THE DISTRICT COUNCILLOR:</p> <p>(a) Cllr. Turner reported on available grants.</p> <p>130. REPORT FROM THE COUNTY COUNCILLOR:</p> <p>(a) No report had been received.</p> <p>(b) Cllr. Van Mierlo provided an update following his election as a Member of Parliament for Henley and Thame. He stated that his immediate focus is to set up his new parliamentary office, and that he would not be standing for election to the County Council in May 2025.</p> <p>ACCOUNTS:</p> <p>131. Eight cheques had been signed outside of the main Parish Council meetings; 007815 - 007822</p>		(a) P24/S2471/HH	60 Fairfax Road	Single storey front and rear extensions			NO OBJECTION	(b) P24/S2640/O	Land adjacent to 18 Berrick Road	Outline application for 9 detached dwellings			OBJECTION
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132. ACCOUNTS SANCTIONED FOR PAYMENT:

007815	Building Bespoke – refurbishment	£3764.40
007816	P Boone – railing paint and brushes	£682.97
007817	M Bullen – Youth Centre cleaning	£216.00
007818	Line Mark – line marking	£718.80
007819	Oxtech Facilities Ltd	£17670.96
007820	Building Bespoke – refurbishment	£16186.94
007821	Replacement for 007819	
007828	Countryside Estate Services – groundsman	£1499.99
007829	M Bullen – Youth Centre cleaning	£192.00
007830	N Kerridge – youth work	£468.00
007831	B Murphy – youth work	£117.00
007833	Cancelled cheque	
007834	A&W Grounds – grass cutting	£667.00
007835	Shield Maintenance – dog waste removal	£185.64
007836	Zurich Municipal – insurance	£5908.00
007837	Churches Fire – fire safety	£743.60
007838	JA Plumbing – boiler site visit	£96.00
007839	Viking – office & cleaning supplies	£222.98
007840	SSE – gas supply	£4765.74
007841	Cancelled cheque	

ANY OTHER BUSINESS:

133. Cllr. Winnard spoke about the need to protect the Recreation Ground from illegal encampment from Gypsies and Travellers. It was noted that there was very little the Parish Council could do following the inclusion of the Restricted Byway, until the Extinguishment Order had been resolved.
134. Cllr. Winnard queried whether allotment tenants could pump water out of the brook. It was clarified that yes, a certain amount of water was allowed to be pumped.
135. Cllr. Dudley spoke about the recent issues with damaged dog bins on the Recreation Ground, one of which had already been replaced.
136. Cllr. Pritchard reported the need for a new Chalgrove Village Hall sign.
137. Cllr. Turner reported spoke of his concerns regarding the play area gates which didn't close correctly. A site meeting is to take place to determine whether the springs can be repaired/replaced.
138. Cllr. Turner queried whether the Parish Council had gained approval to place two larger bins outside the village shops. It was clarified that permission had not been granted.

JM
JW, 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.

139. HR:Youth Workers

- (a) At a previous Youth Club Committee Meeting it had been proposed that a second Youth Worker be appointed to work on Wednesdays due to the difficulty recruiting volunteers, and the large number of young people in attendance.
- (b) The Parish Council approved the cost of £1352 per year; proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by all.

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

The meeting closed at 8.48pm

Signed: Chair