

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 7th November 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: 1

176. The minutes of the meeting held 3rd October 2024 were amended, approved, and then signed by the Chair; proposed Cllr. Pritchard, seconded Cllr. Winnard, agreed by all.

PUBLIC SESSION:

177. Mr. T. Ace notified the Parish Council of his intention to step down from undertaking the gardening within the War Memorial Green. He asked that the Parish Council request that the Chalgrove Volunteer Group take over. Thanks were given to Mr. Ace for his many years service.

JM

MATTERS ARISING:

178. VANDALISM & ASB:

Nothing to report.

179. PARKING ISSUES & SPEED REDUCTION MEASURES:

Speed Indication Device – Berrick Road

(a) It was noted that there had been no further issues with the speed indication device on Berrick Road and therefore no further action would be required.

Speed Indication Device – Mill Lane

(a) The Mill Lane speed indication device had been installed but didn't work. On-site tests had been undertaken and it is believed that the batteries and device require fixing.

(b) The full device had been taken off the pole and is now stored at the Parish Council Office.

(c) ElanCity had been asked for advice regarding repair and had sent troubleshooting instructions which will be undertaken as soon as possible.

JM

Extra Poles

(a) Oxfordshire County Council had been asked to install 2 extra poles for the placement of SID devices; on the High Street near the Primary School, and on Monument Road near the zebra crossing.

(b) A site assessment is required, and a location map sent to the County Council in order to have the pole locations formally approved.

JW, JM

Parking & Vehicle Complaints

(a) Following concerns from Meadow Brook and Chalgrove Meadows residents over speeding on the B480, the Parish Council are to fund 2 x ATC surveys.

(b) The Parish Council await the results of the survey.

Speed Monitoring

(a) Further to public demand, the Parish Council had agreed to contact Thames Valley Police to understand the procedure for a community speedwatch scheme, and instructions had been received regarding registration.

(b) It was reported that the Community Speedwatch (CSW) is an initiative that allows community groups to make a significant contribution to road safety by helping to reduce excessive vehicle speeds on their local roads. Speedwatch practitioners monitor the speeds of passing vehicles using portable speed indication devices. They record the speed and identifying details of vehicles travelling above nationally-specified speed thresholds. The registered keepers of vehicles observed will receive written advice. Repeat offenders in a rolling 6-month period or excessive speeding anywhere in the Thames Valley Police area are also sent letters of advice or receive a Police visit.

<p>(c) The Clerk had applied for registration and the Parish Council await acceptance from the Thames Valley Police.</p> <p>(d) Once registration is confirmed:</p> <ul style="list-style-type: none"> - mandatory online training must take place - the Parish Council co-ordinator will be required to build the chosen site locations into the system - Thames Valley Police will assess each site - The Parish Council must complete the Service Level Agreement and Health and Safety risk assessment, which in turn covers the Parish Council Speedwatch group on the Thames Valley Police insurance scheme - Upon completion of the above the Parish Council will need to decide which device to use, enabling the group to use the onsite booking calendar. - From this point, the group is free to carry out speed watch sessions between dawn and dusk. <p>(e) It was agreed by all that Cllrs. Charman and Winnard would head up the Parish Council's Speedwatch Group, with volunteers assisting.</p> <p>(f) Articles are to be placed within the LINK magazine and on social media to seek volunteers.</p>	ALL
<p>180. CAVALIERS FOOTBALL CLUB:</p> <p><u>Container</u></p> <p>(a) No further updates.</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>	AC, JW, JM
<p>(b) As per the previous agreements the Clerk and Caretaker are to undertake the course.</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>	JM
<p>181. 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) At the last meeting the District Council had informed the Parish Council that they had sought a contractor, but that the contractor was worried about damage liability to the edging stones of the car park.</p> <p>(c) The Parish Council had responded to state that we accept that some kerbstones would be damaged but that the Parish Council will not accept any liability for any other damage incurred.</p> <p>(d) Once we have a date for the work to be completed, a Parish Council representative will be chosen to be on site.</p>	JM
<p>182. DIGITAL WEBINAR:</p> <p>(a) Cllr. Winnard reported on his attendance at the District Council's Webinar on the 14th October, where discussions took place regarding digital connectivity in the district.</p> <p>(b) It was agreed by all to seek further advice on Voice Over IP in order to ensure all members of the community understood the implications.</p>	JM
<p>183. BONFIRE COMPLAINTS:</p> <p><u>Lamb Allotments</u></p> <p>(a) A further complaint had been made to the Lamb Allotment Committee regarding bonfires on the allotment site.</p> <p>(b) A Committee member had gone to the site immediately but could not find any evidence of a bonfire.</p> <p>(c) The Committee had offered to meet with the member of public.</p> <p><u>Cricket Club</u></p> <p>(a) The Cricket Club held their annual bonfire and firework display on the 26th October.</p> <p>(b) A member of public outside the event called the fire services to report that trees were on fire.</p>	

<p>This was not the case and the fire services confirmed so once they had arrived.</p> <p>(c) The Cricket Club had since received a letter from the District Council's Environmental Enforcement Team stating that they had received a complaint regarding smoke from regular bonfires at the Cricket Club.</p> <p>(d) As the Cricket Club only hold one bonfire per year, for the community event, the Parish Council had written to the Environmental Officer with the Cricket Club's objection.</p> <p>184. OALC SUBSCRIPTION:</p> <p>(a) OALC reported that, following the subscription vote, the proposed subscription increase was passed 81 votes in favour with 1 against.</p> <p>185. COMMUNITY FIRST AGM:</p> <p>(a) Cllr. Dudley reported on her attendance at the Community First AGM on the 23rd October.</p> <p>186. ONPA MEETING:</p> <p>(a) Cllr. Dudley reported on her attendance at an Oxfordshire Neighbourhood Planning Association meeting.</p> <p>187. SALT SPREADING:</p> <p>(a) It had previously been queried what level of insurance was required for a contractor to spread salt on the highway during icy conditions.</p> <p>(b) The County Council had confirmed that £10M third party liability insurance would be required.</p> <p>(c) It was agreed to get quotations for salt spreading throughout the winter.</p> <p>188. VILLAGE ARCHIVES:</p> <p>(a) The Parish Council had previously agreed to request information from the Chalgrove History Group to determine how much space they require to store their archives and stock.</p> <p>(b) The History Group responded to report that they possess memorabilia in different locations along with a trailer full of donated objects.</p> <p>(c) A meeting is to be held between the Parish Council and History Group once the shredding has taken place.</p> <p>189. KEN BATLEY CENTRE:</p> <p>A meeting had been held on the 24th October, and the minutes of the meeting can be found at APPENDIX A</p> <p><u>Lease Agreement</u></p> <p>(a) It was noted that the lease should state that the Parish Council expect the lease to be continued for a further 25 years following the initial 25 years.</p> <p><u>Legal Transfer</u></p> <p>(a) It was agreed by all that the Clerk may sign the instruction agreement with Pine Law Solicitors.</p> <p>(b) The Parish Council reviewed the Land Registry Transfer Agreement and associated plans and it was agreed by all that they would be signed by the Chair and Clerk.</p> <p>190. 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>191. 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>192. 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. The property is now for sale.</p> <p>(c) The Parish Council await installation of a new Brinkinfield Road street signage.</p> <p><u>OCC</u></p> <p>(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 part of the wall had fallen into the brook, since removed by the County Council. It was agreed by all to escalate the issue to Cllr. Van Mierlo.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>PW, JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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193. REMEMBRANCE PARADE & SERVICE	
(a) The Chalgrove Remembrance Parade & Service will take place on Sunday 10 th November and all Councillors are invited to join the parade and/or stand directly behind the War Memorial during the service.	ALL
(b) Mr. Ariel Lanada DL will once again attend the service, representing His Majesty The King on behalf of the Lord Lieutenant of Oxfordshire. He will receive the salute on the High Street.	
(c) The Remembrance Parade and Service is a Parish Council event and therefore the following actions had been undertaken by the Clerk:	
- the road closure applications had been completed and approved	
- risk assessments has been completed	
- the event is covered by Parish Council insurance	
- road marshals had been sought to assist on the day	
- service sheets had been printed	
194. RECREATION COMMITTEE:	
There had been no Committee Meeting	
<u>Slippy Sleeper</u>	
(a) The Chalgrove Walking Football Team had previously written with their concerns over the slippery timber sleeper that forms the barrier between the grass and concrete area next to the MUGA.	
(b) The Parish Council had undertaken an assessment and it was proposed to use non-slip decking strips.	
(c) The cost of £144.20 inclusive of VAT was approved; proposed Cllr. Winnard, seconded Cllr. Pritchard, agreed by all.	JW, JM
<u>Play Area Repairs</u>	
(a) Quotations had been received for several repairs to the Play Area and Recreation areas.	
(b) The cost of £11,084.68 ex VAT was approved; proposed Cllr. Winnard, seconded Cllr. Dudley, agreed by all.	JM
(c) Requests were made to place ‘no dogs allowed’ signage on all entrances to all outdoor facilities.	JM
<u>Skatepark Repairs</u>	
(a) A contractor had undertaken a site visit in order to quote for repairs and provide advice on the proposed fencing to the western side of the concrete skatepark.	
(b) The quotation and report is to be taken to a Recreation Committee meeting for discussion.	PW, JM
<u>Committee Meeting</u>	
(a) A meeting is required to discuss the ROSPA report and Skatepark.	PW, JM
(b) A meeting is scheduled for Thursday 14 th November.	
195. ALLOTMENT COMMITTEE:	
There had been no Committee meeting.	
<u>Committee Meeting</u>	
(a) A meeting is required to discuss Mill Lane site fencing, Complaints at the Mill Lane site, Hedge trimming, Unused plots.	JW, JM
(b) A meeting is scheduled for Thursday 14 th November.	
196. COMMUNICATIONS COMMITTEE:	
There had been no Committee meeting.	
<u>Newsletter</u>	
(a) Cllr. Dudley and the Clerk had met to discuss the contents of the next newsletter.	
(b) A draft newsletter will be discussed by the Committee upon completion.	AD, JM
197. FINANCE COMMITTEE:	
(a) The Parish Council are required to meet and review the budget for financial year 2025/2026 in order to submit the precept request.	ALL
(b) A meeting is scheduled for the 2 nd December.	
198. VILLAGE HALL COMMITTEE:	
There had been no Committee meeting.	
<u>Project ViKToR</u>	
(a) Discussions took place regarding the updated quotations for work required within Phase 2.	
(b) A total cost of £40,000 was approved; proposed Cllr. Waters, seconded Cllr. Russell.	JM

<p>(c) A meeting is to take place alongside all chosen contractors.</p> <p>199. FLOOD ALLEVIATION:</p> <p><u>Public Meeting</u></p> <p>(a) The Parish Council held a public meeting on the 14th October.</p> <p>(b) The meeting was extremely well attended with approx. 60 members of the public, alongside Cllrs. Russell, Turner, Ziemelis, Nixey and Charman.</p> <p>(c) The Clerk notified all in attendance that the meeting was not a formal meeting, that no decisions could be made, and that any proposed suggestions/actions would need to be formally approved by full Council.</p> <p>(d) Throughout the meeting, it was proposed to seek approval for the Parish Council to undertake the following:</p> <ul style="list-style-type: none"> - a meeting with the County Council Emergency Planning team to seek clarification on the process to close roads etc - investigate funding and undertaking a model process to understand the flow of water. This could be an extension to the previous Edenvale model or started from the beginning. An updated model could further extend the flood zones and assist with preventing further development - undertake an anonymous survey to ascertain how many houses flooded in the most recent flood, and previous floods - request that the County Council organise a full clearance of the High Street drainage system - hold a multi-agency meeting - find a new site for the Emergency Plan container - push for the complete clearance of the Frogmore ditches, including the culverts - complete the necessary work to update the Emergency Plan <p>(e) Cllr. Russell spoke of concrete within the brook and the landowner had been made aware.</p> <p>(f) Discussions took place regarding Meadow Brook residents being unable to obtain flood insurance. Evidence is to be sought from the residents in the first instance, followed by advice from the District Council.</p>	<p>AZ, JR, JM</p>
<p><u>Signage</u></p> <p>(a) It has previously been agreed to purchase 10 flood signs to alert drivers and pedestrians to flooded roads and pavements.</p> <p>(b) Weights are required to hold down the signage. 20 weights, at a cost of £261.40 ex VAT, was approved; proposed Cllr. Winnard, seconded Cllr. Ziemelis, agreed by all.</p> <p>(c) It was agreed that Councillors would store the signage and weights, putting them in place during a flood event.</p>	<p>JR</p> <p>JM</p>
<p><u>CFAG Insurance</u></p> <p>(a) The Chalgrove Flood Alleviation Group require insurance to continue undertaking clearance work in and around the brook, and requested funding from the Parish Council to cover their policy.</p> <p>(b) A donation of £1276.03 was approved; proposed Cllr. Pritchard, seconded Cllr. Winnard, agreed by all.</p>	<p>JM</p>
<p>200. PROJECTS:</p> <p><u>Youth Club Refurbishment</u></p> <p>(a) All work had been completed.</p> <p>(b) A grand-opening event took place on the 6th October.</p>	
<p><u>Parish Office Refurbishment</u></p> <p>(a) Work required by contractors had been completed.</p> <p>(b) The Parish Council await a contractor to collect all the boxes of paperwork to be shredded.</p>	
<p><u>Sports Pavilion Internal Painting</u></p> <p>(a) The Parish Council are in discussion with the Cavaliers FC to look at their fixtures in order to find a suitable time to undertake the painting.</p>	<p>JM</p>
<p><u>Sports Pavilion Exterior Painting</u></p> <p>(a) The Parish Council await a work date from the contractor.</p>	<p>JM</p>
<p><u>High Street Bus Stop – near Parsnips Lane</u></p> <p>(a) The Parish Council have received concerns due to the bus stop leaking and looking in disrepair.</p> <p>(b) Quotations had been received to sand back, prepare, and paint the bus-stop along with adding a waterproof felt to the roof.</p>	

<p>during the implementation of the Chalgrove NDP, the County Council had advised that barriers were contrary to design codes and therefore couldn't be included. Despite this, barriers are to be requested once again, with potential funding from the Parish Council.</p> <p>208. <u>High Street White Lines</u> A High Street resident requested that the white lines outside 55/57 High Street be re-painted as they are starting to fade. The County Council have added the work to their list for consideration into the next work programme, although this may well be into the next financial year.</p> <p>209. <u>SODC Survey – Proposed Changes to Council Tax Premium for Long-Term Empty Properties</u> The District Council had written with details of their public survey with proposals to reduce the minimum timeframe to charge a council tax premium on long-term empty properties.</p> <p>210. <u>Donation Request – Hope After Harm</u> Hope After Harm wrote to inform the Parish Council of their mission to provide long-term solutions to the challenges people face in relation to crime and social exclusion and requested a donation. It was agreed by all that the charity had not provided any information detailing whether they had helped individuals within Chalgrove and therefore their request was denied.</p>	
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211. PLANNING APPLICATIONS: (Parish Council decision only):

(a) P24/S3478/FUL	Chalgrove Airfield	Construction of a temporary shelter to provide on-site storage for testing equipment. NO OBJECTION
(b) P24/S3470/LB	3 The Green	Repair floors and re-plaster downstairs following flood damage. Tanking of the floor and installation of a traditional French drain system. NO OBJECTION
(c) P24/S1597/FUL	Land at Langley Field Farm	<i>Amended Plans</i> Erection of a new agricultural barn. NO FURTHER OBJECTIONS, with comments

212. REPORT FROM THE DISTRICT COUNCILLOR:

(a) Cllr. Turner reported on grants, fly-tipping, Thames Water, South Oxfordshire's first habitat bank, Council Tax consultation, and garden waste.

213. REPORT FROM THE COUNTY COUNCILLOR:

No report had been received.

ACCOUNTS:

214. Five cheques had been signed outside of the main Parish Council meetings; 007861 - 007865

215. ACCOUNTS SANCTIONED FOR PAYMENT:

007861	Chalgrove Cricket Club – donation	£500.00
007862	St Marys PCC – donation	£1500.00
007863	Citizens Advice South & Vale – donation	£140.00
007865	A&W Grounds – grass cutting	£1144.00
007871	M Bullen – Youth Centre cleaning	£370.00
007872	N Kerridge – Youth Work	£468.00
007873	B Murphy – Youth Work	£26.00
007874	Churches Fire – fire safety assessments	£415.12
007875	Viking – office & cleaning supplies	£522.51
007876	TV Licensing – TV License	£169.50
007877	Countryside Estate Services – groundsman	£1404.99

ANY OTHER BUSINESS:

None

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.

216. KNIGHTS

- (a) The Parish Council had previously agreed to make a payment to Mr Knight.
- (b) In order for the Solicitor to proceed, they require confirmation that the Parish Council allow Cllr. Waters to instruct the solicitor to undertake the required work and be the main point of contact alongside the Clerk, and authorisation of the payment for this firm's fees as well as the payment of the settlement.
- (c) All agreed and a letter to the solicitor was signed by all Councillors.

<p>217. HR <u>Parish Clerk – Payscale Increase</u> (a) The Government had reached an agreement on the Local Government Services Pay 2024/25. (b) The increase must be backdated to the 1st April 2024. (c) Cllrs. Russell and Waters had reviewed the documentation and approved payment of the backdated pay.</p>	
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Inclusion of the public: The public were no longer excluded.
The meeting closed at 9.16pm

Signed: Chair

CHALGROVE PARISH COUNCIL

APPENDIX A

Ken Batley Centre Meeting – Thursday 24th October 2024

Present:

Cllr. P. Waters	Cllr. A. Dudley
Cllr. J. Russell	Cllr. C. Nixey
Cllr. A. Pritchard	Cllr. A. Charman

Apologies: Cllrs Turner, Ziemelis & Winnard

<p>(a) Discussions took place regarding key elements to include within the lease agreement, to be drawn up with the Chalgrove Scouts. Length of the lease: 25 years with break clauses. Break clauses of 6 months on either side. Type of lease: The lease would be exclusive of all services/utilities. The Chalgrove Scouts would be allowed to rent the building out to event hirers so long as everything is in place to run a public building. Asset Liability: The Lease should clearly state the tenants obligations for all assets. Repairing Liability: The Lease should clearly define the Scout's responsibility for maintaining and repairing the property. The lease should clearly state the tenant's obligations to keep the property in a good condition and what they are responsible for fixing during their tenure. Also included is the tenant's responsibility for essential building services such as plumbing, heating, air conditioning, PAT testing, fire detection systems, etc. Permitted alterations: None without formal agreement from the Parish Council. Usage terms: The car park is to be used by users of the Ken Batley Centre and the adjacent allotment site. No naked flames. No gas cylinders (unless stored in a cage outside). Inspection of building: Inspections to be undertaken every 6 months between the Parish Council and Chalgrove Scouts. Insurance: Building insurance to be covered by the Parish Council, and contents insurance to be covered by the Chalgrove Scouts. Queries are to be made regarding the need for flood insurance. Payment: £1 per year, to be paid upfront for the 25 years.</p>	
<p>(b) China, currently held in storage at the Village Hall, is to be donated to the Ken Batley Centre.</p>	JM
<p>(c) An inventory and 'document of condition' is to be undertaken before the Scouts start to use the building.</p>	JM
<p>(d) A snagging list is to be undertaken with the builders following the handover.</p>	
<p>(e) Measurements are to be compared between the Ken Batley Centre Office and the Parish Office Archive Room to assess whether the archives could be stored in the Ken Batley Centre.</p>	JM
<p>(f) A meeting is to be held with the Scouts to go through the above details.</p>	JM