

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 5th June 2025**.

Present:

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

Apologies Accepted: Cllr. Charman

Not present: n/a

Members of the public: 2

38. The minutes of the meeting held 5th May 2025 were amended, approved and then signed by the Chair; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.

PUBLIC SESSION: None	
MATTERS ARISING:	
39. VANDALISM & ASB: (a) Graffiti still needs to be removed from the High Street bus stop (Crown) and the Youth Centre.	JM
40. PARKING ISSUES & SPEED REDUCTION MEASURES: <u>Speed Indication Devices</u> (a) <u>ElanCity</u> wrote regarding details of their Speed Indication Device Service packages. The cost of £199 ex VAT per SID was approved; proposed Cllr. Waters, seconded Cllr. Winnard, agreed by all.	JM
<u>Extra Poles</u> (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) Cllr. Winnard and the Clerk had undertaken a site assessment, and a location map had been sent to the County Council in order to have the pole locations formally approved, but the County Council had responded to state that the locations would not be suitable and that the Parish Council would need to prove that there is a speeding issue. (c) Cllr. Winnard is to meet with with Jon Beale, County Council, on Friday 6 th June at 10.30am.	JW
<u>Speed Monitoring</u> (a) Further to the Parish Council's initial registration with the Community Speedwatch scheme, the Parish Council awaits further information from Thames Valley Police.	JM
41. BOTTLE BANK: (a) It has been 2 years 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. (b) At a previous meeting it was reported that the District Council's contractors had been on-site but concerns had been made over the structural integrity of the car park area directly next to the bank if the outer casing was removed. (c) As of Friday 30th May, contractors were seen on-site undertaking the work required.	
42. FLOOD ALLEVIATION: <u>CFAG</u> (a) Cllr. Russell to provide any updates on work undertaken by Chalgrove Flood Alleviation Group (CFAG) and the Chalgrove Volunteer Group.	
<u>RTCT Meeting</u> (a) On the 13th February Cllr. Russell and Paul Boone met with the River Thame Conservation Society (RTCT) to discuss natural flood management. Further to their proposals, Chalgrove and Stadhampton Parish Councils had agreed to fund £2500 ex VAT each towards Phase 1 of the project (reporting), following lack of funding from other adjacent villages.	
<u>Flooding</u> (a) A survey is to be drafted in order to find out who has flooded.	JR, JM
43. DIDCOT ANNUAL MAYOR MAKING: (a) Cllr. Pritchard reported on her attendance at the Didcot Annual Mayor Making on the 6th May.	

<p>44. DOG BINS:</p> <p>(a) The Parish Council had previously approved the cost of a new dog bin for the Lower Recreation Ground, next to the Chibnall Close alleyway.</p> <p>(b) The dog bin had been ordered and the Parish Council await delivery.</p> <p>45. ANNUAL PARISH MEETING:</p> <p>(a) Following proposals that the Parish Council hold an Annual Parish Meeting every other year, OALC had been approached for advice and clarified that legislation states that the APM must be held but doesn't state that the Parish Council need to call the meeting.</p> <p>(b) Following discussion it was agreed by the majority that the Chair need not call an APM for 2025.</p> <p>(c) A Communications Committee is to be held in order to discuss the format of the APM moving forward.</p>	AD, JM
<p>46. VILLAGE ARCHIVES:</p> <p><u>Archive Room</u></p> <p>(a) A meeting took place with two representatives from the Chalgrove History Group.</p> <p>(b) It was agreed that the Parish Council will keep one shelving unit for their own archives. All other shelves will be used for History Group archives, and stock.</p> <p>(c) It was agreed that the Parish Council would remove all other items, to be stored within the Ken Batley Centre 'Reception Area', by the end of August 2025.</p> <p><u>Equipment Required</u></p> <p>(a) It had been confirmed by the History Group that the current dehumidifier/air-con system had never worked.</p> <p>(b) Companies had been approached to obtain quotations.</p> <p>(c) The History Group had been informed that, in order to obtain correct quotations, a list of their archives was required. The Parish Council await the list.</p>	JM
<p>47. VILLAGE HALL WIFI:</p> <p>(a) Further to the need for WIFI throughout the Village Hall facility, companies had been approached for quotations.</p> <p>(b) A maximum cost of £1000 ex VAT was approved; proposed Cllr. Winnard, seconded Cllr. Dudley, agreed by all.</p>	JM
<p>48. DOCTORS' SURGERY DEFIBRILLATOR:</p> <p>(a) The Parish Council had been asked to take on the responsibility of the defibrillator which had been funded and installed at the Doctors' Surgery by local businesses.</p> <p>(b) The Surgery had confirmed that whilst they provide the electricity for the unit, it was not their asset and they are not responsible for the weekly checks and maintenance.</p> <p>(c) It was agreed by all that the Parish Council would take on the defibrillator as a community asset, and an agreement is to be drafted between all parties involved.</p> <p>49. MATTERS UNRESOLVED: British Legion Bench, Salt Spreading, 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>	JM
<p>50. COUNCILLOR CO-OPTION & VACANCIES:</p> <p><u>Co-Option</u></p> <p>(a) Following an application, the Parish Council undertook an informal interview with the candidate on the 5th June.</p> <p>(b) Following discussion, the co-option of Mr Ayokunle Kolade was approved; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all.</p> <p><u>Vacancies</u></p> <p>(a) There have been no further applications.</p> <p>(c) The vacancy will continue to be advertised in the usual way.</p>	JM
<p>51. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:</p> <p><u>Oxfordshire County Council</u></p> <p>(a) Further to the meeting with OCC Highways Engagement Team, the Parish Council await a response to all discussed matters.</p> <p>(b) Cllr. Judith Edwards, County Councillor, reported that the County Council should be clearing the drains once per year and will send the schedule to the Parish Council.</p> <p><u>Thames Water</u></p> <p>(a) Despite repeated reports made by the Parish Council and residents, Thames Water are yet to</p>	JM

attend site to repair/replace a very cracked and dangerous manhole cover in Swinstead Court. The matter is to be escalated to Cllr. Judith Edwards, County Councillor.	
52. KEN BATLEY CENTRE:	
<u>Lease with Chalgrove Scouts</u>	
(a) In order to continue working on the lease, Shepherd & Co require confirmation that the building has been formally registered with Land Registry.	
(b) Pine Law Solicitors, who dealt with the transfer, are dealing with the registration and we await confirmation. There is a backlog at the Land Registry and there is no current timescale for completion.	
<u>Insurance</u>	
(a) A Re-Instatement Cost Assessment is required in order to finalise the insurance policy.	
(b) The Parish Council await the report from Oxbridge Surveyors.	
<u>Snagging</u>	
(a) The District Council had sent their inspection report, complete with snagging list, as part of their S106 obligation.	
(b) The report had been forwarded to Ridgepoint Homes who are in the process of completing all actions on the snagging list.	
53. PROJECT VIKTOR:	
<u>Phase 2</u>	
(a) Completed work:	
- curtain colour chosen	JM
(b) Outstanding work:	JM
- curtains to be installed	
- Village Hall signage for the front of the building	
<u>Phase 3</u>	
(a) Village Hall Extension – contact had been made with a local company in order to obtain technical drawings.	JM
(b) Car Park Extension & Gated Area Resurfacing – contact had been made with contractors to obtain quotations for the resurfacing and extension.	JM
<u>Echo Issue</u>	
(a) Feedback from hirers following Phase 2 report that there is a lot of echo within the Village Hall.	
(b) Quotations are to be sought in order to reduce the echo.	JM
54. JOINT USER AGREEMENT:	
(a) The Joint User Agreement is an agreement between the Parish Council, County Council and Primary School regarding the Community Centre (next to the Childrens Centre).	
(b) The Childrens Centre team came to the Parish Council with concerns over the running of the building. The school have been using their rooms for students. The Childrens Centre have concerns over insurance implications and feel that they are being pushed out.	
(c) A meeting has been arranged to understand the history of the Joint User Agreement. Cllrs. Waters, Pritchard and Turner will meet on the 13 th June, 10.30am.	PW,AP,DT,JM
55. RECREATION COMMITTEE:	
Some members of the Committee met informally on the 23 rd May to discuss outstanding matters:	
<u>Boot Scrapers</u>	
(a) It was agreed that boot scrapers/brushes were needed next to the MUGA and at the Sports Pavilion.	JM
(b) It was agreed that scrapers/brushes were NOT needed in the car parks.	
<u>MUGA</u>	
(a) It was agreed to get costings to increase the concrete area <u>adjacent</u> to the MUGA and/or the installation of grass matting.	JM
(b) It was agreed to get costings to install push bar mechanisms on the back two gates; so that people can get out, but can't get in (reduce the amount of people using it as a short cut).	JM
<u>Sports Pavilion</u>	
(a) The clerk is to proceed with drafting the User Agreement for the Cavaliers FC, to include fines for mis-use of the facility, and to include the area directly outside the building.	JM
(b) Unused goals are to be moved asap.	
(c) It was proposed that a doorbell camera be used to monitor those going in and out of the	JM

facility. Investigations are to be made regarding lawful use of CCTV. (d) New locks / number pad are to be installed.	JM
<u>Signage</u> (a) New Recreation Ground signage is required.	JM
<u>Outdoor Table Tennis Table</u> (a) Quotations are required for the installation of grass matting adjacent to the table tennis table.	JM
56. FOOTPATH & LIGHTING COMMITTEE: (a) It had been previously agreed that all Councillors would undertake a footpath and lighting walk. (b) All reports are to be returned to the Clerk by the end of July.	ALL
57. PROJECTS/WORK TO BE COMPLETED: <u>Archive Room (Parish Office)</u> (a) Quotations are to be sought for the air conditioning / dehumidifier for the archive room. (b) All Parish Council equipment (not archives) is to be moved to the Ken Batley Centre by the end of August.	JM JM
<u>Sports Pavilion Internal Painting</u> (a) Internal painting is to start this month.	
<u>Party In The Park</u> (a) Cllr. Waters provided an update on the event, which will take place on Saturday 19 th July.	
<u>VE & VJ Community Event</u> (a) A free tea-party for the community will take place on Sunday 17 th August. (b) The History Group will be asked to hold a small exhibition and/or stall.	JM
58. CHALGROVE NDP: (a) The new Design Code had been submitted to the District Council and the Parish Council await their decision.	
59. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT: (a) SHIELD had submitted a Freedom Of Information request to Homes England, in order to clarify their current expenditure. (b) Homes England wrote to the Parish Council to request a meeting. The Parish Council are not to engage, agreed by the majority.	
60. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK): Nothing to report.	
61. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW): Nothing to report.	
CORRESPONDENCE: 62. <u>Chalgrove & Watlington First Steps Family Hub</u> wrote to invite the Parish Council to their AGM on the 3 rd June. Cllr. Pritchard is to attend. 63. <u>The Oxford Parent Infant Project</u> wrote to request a donation towards their services. Due to a lack of information detailing how many Chalgrove residents they have helped within the last year, their request was denied.	AP
64. <u>OALC – Talking Tables Event</u> OALC wrote regarding their training day on the 18 th July. Cllr. Russell and the Clerk are to attend. 65. <u>Playsafety Ltd</u> wrote to state that the annual ROSPA report will be undertaken on Chalgrove Recreation Ground in July.	JR, JM

66. PLANNING APPLICATIONS: (Parish Council decision only):

None

67. REPORT FROM THE DISTRICT COUNCILLOR:

(a) Cllr. Turner reported on the Cornerstone Arts Centre, bulky waste, homelessness, Riverside pool, and grants.

68. REPORT FROM THE COUNTY COUNCILLOR:

(a) Cllr. Judith Edwards introduced herself as Chalgrove's new County Councillor.

ACCOUNTS:

69. 3 cheques had been signed outside of the main Parish Council meetings; 008003 – 008005.

70. ACCOUNTS SANCTIONED FOR PAYMENT:

008011	Countryside Estate Services – groundsman	£1447.12
008012	M Bullen – Youth Centre cleaning & youth work	£413.20
008013	N Kerridge – youth work	£495.00

008014	B Murphy – youth work	£120.00
008015	C Collins – youth work	£90.00
008016	K Potter – youth work	£540.00
008017	Viking – office supplies	£57.83
008018	Darke & Taylor – MUGA light repair	£446.40
008020	A&W Grounds – grass cutting	£572.00
008021	Shield Maintenance – dog waste removal	£185.64
008022	OALC – training event	£72.00
008023	Friends of Benson Library – donation	£440.00
008024	SSE – gas supply	£840.22
008025	Castle Water – Mill Lane allotment water supply	£1005.93

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.

71. MILL LANE ALLOTMENT SITE FORMAL COMPLAINT:

- (a) The Parish Council had received a serious formal complaint regarding the conduct and behaviour of one of the allotment tenants.
- (b) A formal investigation is to take place whereby all statements are to be submitted by the 30th June.
- (c) All statements are to be reviewed and discussed by the full Council at their next Parish Council meeting.

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

The meeting closed at 8.55pm

Signed: Chair