

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Monday 12th January 2026.**

Present:

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

Apologies Accepted: n/a

Not present: n/a

Members of the public: 1

252. The minutes of the meeting held 4th December 2025 were approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by all.

PUBLIC SESSION: None. MATTERS ARISING: 253. VANDALISM & ASB: <u>Graffiti</u> (a) Work continues to remove graffiti from the High Street bus stops (Crown and Parsnips Close), the youth Centre, the concrete standing adjacent to the MUGA, and a tree adjacent to the MUGA. 254. PARKING ISSUES & SPEED REDUCTION MEASURES: <u>Extra Pole For Speed Indication Devices</u> (a) Following a site-meeting with Jon Beale- Oxfordshire County Council, associated speed survey results, and a quotation for a SID pole in location 1 (primary school), the Parish Council had previously approved the cost of the pole installation. (b) The Parish Council now await a date for installation from the County Council. 255. FLOOD ALLEVIATION: <u>Removal of Debris Alongside the Hardings Ditch</u> (a) The Parish Council had previously approved the cost for debris removal from Parish Council land adjacent to the Frogmore ditch. (b) The work had been completed. <u>Chalgrove Flood Alleviation Group (CFAG)</u> (a) Cllr. Russell provided updates on work undertaken by CFAG and the Chalgrove Volunteer Group. (b) Pallets and trees had been removed from the watercourse. <u>Chalgrove Flood Survey</u> (a) Flood Surveys had been placed in the Post Office for collection and drop-off, and displayed on social media and the Parish Council website. (b) Surveys had been posted through letterboxes on certain streets where it was known to flood. (c) The consultation had remained open until the 28th December. (d) The Parish Council reviewed the data. (e) The data had formed part of the River Thame Conservation Trust report and grant application to implement flood alleviation measures in Chalgrove. 256. PARISH MEETING: (a) At a previous meeting a member of the public notified the Parish Council that they, and 5 other electors, had convened a Parish Meeting to be held on the 4th December. The Parish Council had responded following advice from OALC, and the Parish Meeting had not been held. 257. ANNUAL PARISH MEETING (APM) COMPLAINT: (a) A member of the public had written to state that the Parish Council had made an unlawful decision by not holding an APM in 2025 (b) The member of the public was reminded that the Parish Council had sought legal advice from the Oxfordshire Association of Local Councils before making the decision, and that any further complaints on the matter should be sent to the District Council Monitoring Officer.	JM JM
--	---------------------

(c) A Communications Committee Meeting is to be held to discuss the format and content of the 2026 Annual Parish Meeting.	AD, JM
258. NEIGHBOURHOOD WATCH SCHEME: (a) A member of the public, also a serving Police Officer, had asked to speak with the Parish Council regarding initiating a Neighbourhood Watch Scheme. (b) Cllrs. Waters, Charman & Winnard are to meet with the resident.	
259. JOINT USER AGREEMENT: (a) The Parish Council are to meet with Acer Trust regarding the Joint User Agreement. (b) The Parish Council await suggested dates from Acer Trust.	JR, AP, JM
260: CHAIR'S CHAIN: (a) The Chair's Chain is to be collected and engraved.	AP, JW
261. MATTERS UNRESOLVED: Matthew Marriage Path & Bench, Doctors Surgery Defibrillator Agreement, British Legion Bench, School Crossing Patrol Officer, Standing Orders & Policies, Gray Bench, Emergency Planning Storage Container, Village Green Legality, Village Hall Car Park Bollards.	
262. COUNCILLOR VACANCIES: (a) The Parish Council has one vacancy. (b) One application had been received by Mr. Terry Custance. (c) An informal interview date is to be held on Thursday 29th January. (d) The interview panel will be made up of Cllrs. Waters, Russell, Ziemelis and Winnard. (e) Following the informal interview the matter will be discussed by the Parish Council at the February meeting, whereby a formal decision will be made. If successful, the applicant will be invited to attend the March meeting and sign the Declaration of Acceptance of Office.	PW, JR, AZ, JW
263. OUTSTANDING ACTIONS BY OTHER AUTHORITIES: <u>OCC</u>	
(a) Updates had been received from the County Council following the site visit: BARRIERS AT THE BOTTOM ENTRANCE TO CHALGROVE MEADOW: The Parish Council are to meet with the County Council on the 4th February to discuss possible solutions. (b) No updates had been received for: - RUPERT CLOSE STEPS - CRACK IN HIGH STREET WALL - RAILINGS/BARRIERS AT HARDINGS ALLEYWAY - LAMB BRIDGE CLEARANCE	JW, JM
<u>Thames Water</u> (a) A Thames Water manhole had completely broken within Swinstead Court. (b) As the area is unadopted, Thames Water and the County Council had refused to assist. (c) The Parish Council had received a quotation to supply and install a D400 manhole cover which would take weight up to 40 ton, at a cost of £1995 ex VAT. (d) Following a majority vote, it was agreed that the cost of maintaining a private road would not be funded by the Parish Council, and the residents are to be informed.	JM
264. PROJECTS/WORK TO BE COMPLETED: <u>Village Hall Roof</u>	
(a) Further roof repairs are to take place as previously agreed.	
<u>Outstanding Works With No Updates</u>	
(a) Village Hall Extension (b) Village Hall Ceiling Tiles (c) Archive Room (d) Boot Scrapers (e) MUGA concrete area extension and/or grass matting (f) Table Tennis Table grass matting (g) MUGA push-bar mechanisms (h) CCTV to cover the Village Hall and Sports Pavilion	
265. FINANCE COMMITTEE: <u>2026/2027 Budgets</u>	
(a) Full Council reviewed and approved the budgets for 2026/2027.	ALL

<u>2026/2027 Precept</u> (a) Using the reviewed and approved budgets, discussions took place regarding the precept for 2026/2027. Calculations showing percentage increases and the cost impact to a Band D dwelling were reviewed. (b) Following discussions, a precept figure of £168,808 was approved, 15% rise on the previous year; proposed Cllr. Nixey, seconded Cllr. Kolade, agreed by the majority following a vote. <u>CIL Reporting</u> (a) As required, the CIL income and expenditure report for the year 2024/2025 had been submitted to SODC. <u>External Audit Report</u> The External Audit report was discussed at length and the Parish Council noted the actions and guidelines referenced. <u>System of Internal Controls</u> The internal control assessment was completed and approved; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all. <u>Financial Risk Assessment</u> The financial risks were reviewed and approved; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all. <u>Asset Register</u> The assets were reviewed and approved; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all. <u>Effectiveness of Internal Audit</u> The effectiveness review was completed and approved; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all. It was agreed, by all, that Mr. Terrence Allen be asked to complete the audit for financial year 2025/2026. <u>Standing Orders</u> Due to External audit requirements, the Standing Orders were reviewed. It was agreed by all that, due to no new legislation, no amendments were required. <u>Financial Regulations</u> Due to External audit requirements, the Financial Regulations were reviewed. It was agreed by all that, due to no new legislation, no amendments were required. <u>Code of Conduct</u> Due to External audit requirements, the Code of Conduct was reviewed. It was agreed by all that, due to no new legislation, no amendments were required. 266. ALLOTMENT COMMITTEE: Following a break-in, it had been agreed to implement security measures: <u>Gate Key</u> (a) Tenants are to be informed that the gate will now be locked. <u>CCTV</u> (a) Quotations are being sought for a camera and associated signage. (b) A site visit is to be undertaken in order to determine the best location. 267. VILLAGE HALL COMMITTEE: <u>Village Hall Hire Rates</u> (a) Hall hire rates are to be reviewed at the Communications Committee Meeting. (b) Amendments are to be taken to the next full Parish Council Meeting for approval. 268. RECREATION COMMITTEE: <u>Top Rec Hedgerow</u> (a) The cost of hedge cutting on the Top Rec, at a cost of £2350 ex VAT, was approved; proposed Cllr. Winnard, seconded Cllr. Russell, agreed by all. <u>Allotment Hedge Cutting</u> (a) The cost of hedge cutting at the Mill Lane and Bypass allotment sites, at a cost of £1245 ex VAT, was approved; proposed Cllr. Winnard, seconded Cllr. Russell, agreed by all. <u>No Dogs Allowed Signage</u> (a) Further to the repeated damage and wear to the plastic 'no dogs allowed' signage on the recreational facilities, it had been previously agreed to seek quotations for metal versions. (b) The cost for 10 signs at £235.50 ex VAT was approved; proposed Cllr. Ziemelis, seconded Cllr. Winnard, agreed by all. 269. CHALGROVE NEIGHBOURHOOD DEVELOPMENT PLAN (NDP): (a) The Parish Council are to attend the ONPA briefing. (b) Further amendments are to be made to the NDP. 270. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:	JW, JM JW, JM PW, JW, JM AD, AZ, JM JM AD JR, AP, AD
--	---

008158	C Hulbert – salary	£969.45
008159	C Looker – salary	£1006.32
008160	Countryside Estate Services – groundsman	£1349.27
008161	OCC – pension contributions	£2674.65
008162	J Murphy – salary & expenses	£2800.58
008163	HMRC – tax & NI	£1542.66
008164	M Bullen – youth work & youth centre cleaning	£300.56
008165	N Kerridge – youth work	£405.00
008166	B Murphy – youth work	£90.00
008167	J Winnard – allotment expenses	£64.73
008168	A&W Grounds – debris clearance	£945.00
008169	Chris Lewis – CCTV maintenance	£550.80
008170	SSE – electricity supply	£731.60
008171	Castle Water – Mill Lane water supply	£443.28
008172	Brunel Insurance – CFAG insurance	£1356.33

ANY OTHER BUSINESS:	
283. Cllr. Dudley spoke of the need to discuss the next newsletter at the Communications Committee Meeting.	AD, JM
284. Cllr. Turner requested an update on the Ken Batley Centre. It was noted that the Parish Council still await the result of the Land Registry application before the lease can proceed.	
285. Cllr. Turner requested that thanks be sent to the Christmas Tree Committee.	JM
286. Cllr. Nixey further discussed the double poles at the west of the village. It was noted that Highways had not responded as yet.	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.

287. MILL LANE ALLOTMENT SITE FORMAL COMPLAINT: CONFIDENTIAL – NOT TO BE PLACED WITHIN THE PUBLIC DOMAIN	
<u>Mr Wilson's Tenancy</u>	
(a) Mr Wilson's allotment tenancy had been terminated due to formal complaints received and an investigation.	
(b) Following intervention from members of the public and a letter from the NHS accusing the Parish Council of organisational abuse, it had been agreed that the Parish Council would meet with Ms Rudd, NHS Patient Support Lead.	
(c) Cllrs. Russell and Dudley met with Ms Rudd on the 9 th December.	
(d) An extra-ordinary meeting of the Parish Council was held on the 11 th December, whereby the Parish Council agreed to reverse their decision, allowing Mr Wilson back on the allotment site as of the 15 th December, due to impending legal ramifications, health implications to Mr & Mrs Wilson, and requests from the NHS; agreed unanimously with 1 abstainer.	
(e) Mr & Mrs Wilson had been informed of the decision.	
(f) The Complainants had been informed of the decision and given Ms Rudd's contact details, as previously agreed with her.	
<u>Further Concerns</u>	
(a) The Parish Council had received two letters of concern following Mr Wilson's return to the Mill Lane Allotment Site.	
(b) The tenants are to be referred directly to Ms Rudd to discuss further.	
	JM

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

The meeting closed at 8.15pm.

Signed: Chair