

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 2<sup>nd</sup> February 2023**.

**Present:**

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

**Apologies Accepted:** Cllrs. Reed and Mariano

**Not present:** n/a

**Members of the public:** None

316. The minutes of the meeting held 5<sup>th</sup> January 2023 were amended, approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Charman, agreed by all.

### **PUBLIC SESSION:**

None

### **MATTERS ARISING:**

#### **317. VANDALISM & ASB:**

##### Anti-Social Behaviour

(a) Residents of The Green had made reports of repeated door knocking and noted that future reports would also be made to the Police. The three young people involved had been identified and a letter is to be sent to the parents banning them from Youth Club and the surrounding area for a period of one month.

JM

(b) Reports had been made of two young people attempting to cause criminal damage to a sign in Mill Lane. The two young people had been identified (as above) and the parents will be informed.

JM

(c) Reports had been made of young people 'running riot' around the Churchyard on Wednesday evenings during the Youth Club session. The Youth Club Committee are to discuss how best to handle the issue.

JR, JM

(d) A meeting will be held with parents of all known young people involved in anti-social behaviour in order to assess how the issues can be stopped and to make them aware of the severity of the problem.

JR, JM

##### Dog Mess

(a) A new dog mess bin had arrived, and will be sited in Chapel Lane. The Parish Council Groundsman is to be reminded to undertake the work required.

JM

(b) There had been queries regarding the lack of dog waste bags in the dispensers. Cleaner Chalgrove had previously stopped filling up the dispensers due to repeated theft, but said that they would re-start in the future. They had been asked for further information on timings.

JM

(c) A report had been made of overflowing dog bins on the Recreation Ground, particularly behind the Over 8s Play Area. An assessment is to be made over the next few months, whereby the Parish Council will discuss whether more bins or more frequent disposal is required.

JM

(d) Residents of Chalgrove Meadows had voiced concerns over there being no dog bins on the site. It had been clarified that the installation of bins had not been included within the approved planning application, and that the roads and verges had not yet been adopted by the County Council. The Parish Council can not install bins on private land, and Miller Homes had been made aware of the residents concerns.

(e) Due to having no dog bins on Chalgrove Meadows, dog mess had been placed within the normal public waste bins. The bins had not been emptied for a considerable amount of time and were reported to be overflowing with dog mess. Miller Homes had been informed of the overflowing bins.

##### Litter

(a) General litter issues continued throughout the village.

(b) Household waste continues to be dumped in and around the bins on the Recreation Grounds.





Commission website. Applicants can also find examples of completed nomination forms on the SODC website.	
(e) Nominations must be delivered by hand to the SODC offices, now situated in Abingdon. They cannot be submitted by post, email, or other electronic means.	
<b>325. ANNUAL PARISH MEETING &amp; CROOKSTON SHIELD:</b>	
<u>Annual Parish Meeting</u>	
(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.	
(b) The Clerk provides a report on the previous year, and the Chair provides a report on the upcoming year.	AP, JM
(c) The Primary School and Childrens Hub are to be invited to provide an update on their services.	JM
(d) The SODC Waste Team are to be invited to give a talk on waste and recycling.	JM
(e) It was agreed by all to hold the meeting on Monday 24 <sup>th</sup> April, 7pm.	
<u>Crookston Shield</u>	
(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.	
(b) All nominations must be supplied to the Clerk by Friday 21 <sup>st</sup> April.	
(c) The award, along with £50, will be presented to the winner(s) at the Annual Parish Meeting on the 24 <sup>th</sup> April.	
<b>326. RECREATION COMMITTEE:</b>	
There had been no Recreation Committee meeting.	
<u>Skatepark</u>	
(a) The Parish Council await the start date for surfacing works and have been chased, again.	
(b) The contractor, TJM Building Contractors, had been asked to clarify their commitment to the project due to non-committal to set a work date, and they had responded to report that the employee who dealt with Skateparks had left the company and they were unable to complete the work until they had replaced him.	
(c) Alternative quotations are to be sought.	JM
<u>MUGA</u>	
(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.	
(b) MUGA surface cleaning was undertaken on the 5 <sup>th</sup> & 6 <sup>th</sup> January, and all regular hirers are satisfied with the work undertaken.	
(c) Regular sweeping and leaf removal is required.	JM
<u>Tennis Court</u>	
(a) The Tennis Club have been asked to provide an update on the installation of a tennis hitting wall. Due to the terms of the grant offer they have until the 21 <sup>st</sup> March to complete the project.	
(b) Leaf removal is required.	JM
<u>General</u>	
(a) A resident has reported a trip hazard to the entrance of the Under 8 Play Area, and the Groundsman is to be asked to build the area back up.	JM
(b) It had been suggested that the Parish Council place bark chippings on the muddy sections of the Recreation Ground, in particular the route of the Restricted Byway. It was agreed by all that, following dry weather, the work was not required.	
<u>Play Area Report</u>	
(a) Cllr. Waters continues to undertake the monthly assessment.	PW
<b>327. FINANCE COMMITTEE:</b>	
A Finance Committee meeting had been held on the 19 <sup>th</sup> January. The minutes can be found at <b>APPENDIX A.</b>	
<u>2023/2024 Precept</u>	
(a) The Precept request of £128,829 had been submitted to SODC.	
(b) An article is to be drafted to explain the Precept rise.	JM

### CIL Reporting

As required, the CIL income and expenditure report for the year 2021/2022 has been submitted to SODC.

System of Internal Controls The internal control assessment was completed, approved, and signed by the Chairman; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.

Financial Risk Assessment The financial risks were reviewed and approved;

Asset Register The assets were reviewed and approved; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.

Effectiveness of Internal Audit The effectiveness review was completed, approved, and signed by the Chairman; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all. It was agreed, by all, that Mr. Glynn Leaney be asked to complete the internal audit for 2022/2023.

### Standing Orders

The Standing Orders were reviewed. It was agreed by all that, due to no new legislation, no amendments were required; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.

### Financial Regulations

The Financial Regulations were reviewed. It was agreed by all that, due to no new legislation, no amendments were required; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.

### Code of Conduct

The Code of Conduct was reviewed. It was agreed by all that, due to no new legislation, no amendments were required; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.

### **328. VILLAGE HALL COMMITTEE:**

A Village Hall Committee meeting had taken place on the 19<sup>th</sup> January. The minutes of the meeting can be found at **APPENDIX B**.

(a) Councillors will be informed of project costs when all quotations have been received.

(b) Councillors were asked to step forward to help if they had any expertise or knowledge in any of the project areas.

(c) It was agreed to add the installation of window blinds to the project.

### **329. CHALGROVE NDP:**

(a) The NDP Committee seek to include a Design Code within the 'made' Neighbourhood Development Plan.

(b) The Committee are to meet with Community First Oxfordshire on Wednesday 8<sup>th</sup> February to seek advice.

(c) Following advice from the District Council, an application was made to Locality in order to seek technical assistance in creating the Design Code.

(d) A meeting with Locality and their chosen contractor, AECOM, is to take place on Thursday 9<sup>th</sup> February.

### **330. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:**

No updates.

### **331. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE:**

(a) A meeting with Ridgepoint Homes and Chalgrove Scouts is to be arranged in order to discuss the new community building which is to be used as a Scout Hut.

### **332. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE:**

(a) Overflowing bins had already been discussed and minuted in reference 317.

(b) The lack of 20mpg signage had already been discussed and minuted in reference 318.

(c) Councillors expressed their continued concern over the swale which is positioned in very close proximity to children's play equipment. It was noted that the swale, which acts as an attenuation pond, should not hold water on a continuous basis and Millers Close are to be asked for details on how often they intend to check for blockages.

### **333. GLADMANS PLANNING APPEAL – P22/S1381/O**

(a) The Parish Council had submitted the Proofs of Evidence, which is the final written objection to the development.

(b) The inquiry will open at 10.00am on Tuesday 14<sup>th</sup> February 2023, with a scheduled 7 sitting days, and will be held at Benson Parish Hall, where once again Cllr. Russell will represent the Parish Council.

### **CORRESPONDENCE:**

ALL

AP,JR,AD,JM

AP,JR,AD,JM

JM

JM

334. <u>Oxfordshire Roads Action Alliance</u> wrote regarding the HIF1 Road Campaign, and their group meeting on Saturday 4 <sup>th</sup> February.	
335. <u>The Chalgrove Festival Committee</u> wrote to clarify that they will be providing portaloos, in the absence of the Chalgrove 10K this year, and requested to use Parish Council land and facilities for the May Day Festival on the 1 <sup>st</sup> May 2023. Permission was granted, agreed by all.	
336. <u>Cuxham Parish Council</u> wrote regarding the Watlington Relief Road consultation which is due to open for comments at the end of February.	
337. <u>The owner of the land in front of the parade of shops</u> wrote to report that groundwork had been undertaken in front of the pharmacy to install EV Charging Points.	
338. <u>Citizens Advice Oxfordshire South &amp; Vale</u> wrote to express their thanks for the recent donation.	
339. <u>The Chalgrove Christmas Tree Committee</u> had written to request funding for new, brighter, Christmas Tree lights, to be placed on the annual tree on the high Street. A cost of £500 was approved; proposed Cllr. Pritchard, seconded Cllr. Waters, agreed by all.	

**340. PLANS** (Parish Council decision only):

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

(a) P22/S4655/FUL	McAvoy Group Warpsgrove Lane	Storage yard with concrete and untreated permeable surfaces, together with large repair workshop and single storey office building. NO OBJECTION.
(b) P22/S0152/HH	39 French Laurence Way	Demolition of existing rear conservatory, and formation of new rear single-storey extension. NO OBJECTION.

**341. REPORT FROM THE DISTRICT COUNCILLOR:**

Cllr. Turner reported on the National Planning Policy Framework consultation, business rates revaluation, a leisure needs survey, family entertainment at The Cornerstone, becoming an Active Bystander, and the Household Support Fund.

**342. REPORT FROM THE COUNTY COUNCILLOR:**

No report received.

**ACCOUNTS:**

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

**344. ACCOUNTS SANCTIONED FOR PAYMENT:**

007471	B. Murphy – youth work	£104.00
007472	N. Kerridge – youth work	£507.00
007473	R. Murphy – bin management & litter picking	£312.00
007474	R. Borrell – Memorial Garden expenses	£53.99
007475	A. White – Memorial Garden expenses	£189.86
007476	B. Wilson – Allotment pipe repair expenses	£59.00
007477	Community First Oxfordshire – subscription	£70.00
007478	Shield Maintenance – dog waste removal	£156.00
007479	Chris Lewis Ltd – CCTV Maintenance Package	£250.80
007480	Chiltern Sports – MUGA surface cleaning	£1836.00
007481	Darke & Taylor – MUGA lights replacement	£2046.78
007482	SEFE Energy – gas supply	£622.49
007483	Countryside Estate Services – groundsman	£1211.23

**ANY OTHER BUSINESS:**

345. Cllr. Russell noted that the ditch in front of the Chalgrove Meadows development was full of rubbish. Miller Homes are to be informed and asked to clear the ditch.	JM
346. Cllr. Russell noted that the CHAL1/10/11 development, to the west of Chalgrove, was full of rubbish. Ridgepoint Homes are to be informed and asked to litter-pick.	JM
347. Cllr. Waters spoke of the Summer Celebration 2023. The 24 <sup>th</sup> June was proposed, and the subject is to be discussed at the next meeting.	PW, 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.*

**348. HR COMMITTEE MEETING:**

It was agreed by all to hold a meeting on the 9 <sup>th</sup> February to discuss:	JR, JM
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(a) the increase of minimum wage and living wage (b) the retirement of the Youth Club Cleaner (c) the Handy Person job specification (d) the Local Council Award (CiLCA qualification)	
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**Inclusion of the public:** *The public were no longer excluded.*

The meeting closed at 20.37pm.

Signed: ..... Chair

## **CHALGROVE PARISH COUNCIL**

## **APPENDIX A**

### **Finance Committee Meeting – Thursday 19<sup>th</sup> January 2023**

**Present:** Cllr. A. Pritchard Cllr. A. Dudley Cllr. J. Russell  
Cllr. P. Waters Cllr. A. Ziemelis Cllr. A. Charman  
Cllr. D. Turner Cllr. C. Nixey

**Apologies Accepted:** Cllrs. Reed & Mariano

**Not present:** n/a

#### **A Review of the 2021/2022 Audit**

The Clerk provided a review of the previous audit.

- (a) Following the resignation of the Financial Assistant, mistakes were found in the End of Year Accounts package which included inaccurate entries.
- (b) For ease, all income and expenditure was reviewed and re-applied to Quickbooks.
- (c) Due to the extra work involved, the audit procedure was late.
- (d) The Clerk attended Internal Controls training on the 22<sup>nd</sup> October to ensure that similar problems don't re-occur.

#### **Preparations & Timeline for the 2022/2023 Audit**

(a) The financial year ends on the 31<sup>st</sup> March

#### **APRIL**

- (a) The Parish Council are to allow a couple of weeks for the remaining bank statements to arrive..
- (b) Once the bank statements are in, the accounts are created.
- (c) Internal assessments are undertaken. As the Clerk is to create the accounts, a Parish Councillors is to undertake internal assessments.

#### **MAY**

- (d) The internal audit is to be undertaken.
- (e) The Parish Council are to hold a finance committee meeting with all Councillors to review the accounts.

#### **JUNE**

- (f) The Council will be asked to formally approve the accounts and sign the AGAR (Annual Governance and Accountability Return) at the June Parish Council Meeting.
- (g) Following the meeting the Period of Public Rights will be published, whereby members of the public can exercise their statutory right to inspect the Parish Council's accounting records. The period must be 30 consecutive working days and must include the first 10 working days of July.
- (h) The AGAR, accounts, and all other required documentation will be submitted to the External Auditor before the 30<sup>th</sup> June.

#### **Review of the System of Internal Controls**

Internal controls are designed to reduce financial risk to the Council; the system of internal control is designed to ensure that the Council's activities are carried out properly and as intended.

#### **The Internal Control Assessment**

<p>(a) Councillors reviewed the assessment questions.</p> <p>(b) The assessment will be undertaken at the next full Council meeting.</p> <p><u>Review of the Effectiveness of the Internal Audit</u></p> <p>(a) Councillors reviewed the assessment questions.</p> <p>(b) The assessment will be undertaken at the next full Council meeting.</p> <p><u>Financial Risk Assessment</u></p> <p>(a) Councillors reviewed the Financial Risk Assessment.</p> <p>(b) The document is to be approved, without change, at the next full Council meeting.</p> <p><u>Asset Register</u></p> <p>(a) Councillors reviewed the Asset Register.</p> <p>(b) The document is to be approved, without change, at the next full Council meeting.</p> <p><u>Review of the Standing Orders</u></p> <p>(a) Standing Orders are the written rules of a Parish Council, and are essential to regulate the proceedings of a meeting. They are used to confirm or refer to various internal organisational and administrative arrangements.</p> <p>(b) Councillors reviewed the Standing Orders.</p> <p>(c) The document is to be approved, without change, at the next full Council meeting.</p> <p><u>Review of the Financial Regulations</u></p> <p>(a) The Financial Regulations must be observed in conjunction with the Standing Orders.</p> <p>(b) Councillors reviewed the Financial Regulations.</p> <p>(c) The document is to be approved, without change, at the next full Council meeting.</p> <p><u>Review of the Code of Conduct</u></p> <p>(a) Councillors reviewed the Code of Conduct.</p> <p>(b) The document is to be approved, without change, at the next full Council meeting.</p> <p><u>CIL Monies</u></p> <p>(a) Councillors reviewed the CIL Report.</p>	
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## **CHALGROVE PARISH COUNCIL**

## **APPENDIX B**

### **Village Hall Committee Meeting – Thursday 19<sup>th</sup> January 2023**

**Present:**

Cllr. A. Pritchard	Cllr. A. Dudley	Cllr. J. Russell
Cllr. P. Waters	Cllr. A. Ziemelis	Cllr. A. Charman
Cllr. D. Turner		

**Apologies Accepted:** Cllr. Mariano

**Not present:** n/a

<p><u>Project ViKTor – Phase II</u></p> <p>(a) Councillors discussed the scope of Phase II, further refurbishments works within the Village Hall.</p> <p>(b) It was agreed by all that Phase II would include:</p> <ul style="list-style-type: none"> <li>- new heating system</li> <li>- new or repaired suspended ceiling</li> <li>- new lighting system</li> <li>- new air conditioning</li> <li>- new carpet in the meeting room</li> <li>- new storage cupboards in the bar area / 2<sup>nd</sup> kitchen</li> </ul>	
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<ul style="list-style-type: none"><li>- general decoration</li><li>(c) Quotes are to be gathered for the above work in order to determine project costs.</li><li>(d) Funding is to be sought.</li><li>(e) It was agreed to consult with the regular Hall hirers on the above proposal.</li></ul>	
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