CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, Thursday 2nd 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 5th January 2023 were amended, approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Charman, agreed by all.

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	JM
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.	
(b) Reports had been made of two young people attempting to cause criminal damage to a sign in	JM
Mill Lane. The two young people had been identified (as above) and the parents will be informed.	
(c) Reports had been made of young people 'running riot' around the Churchyard on Wednesday	JR, JM
evenings during the Youth Club session. The Youth Club Committee are to discuss how best to	
handle the issue.	
(d) A meeting will be held with parents of all known young people involved in anti-social behaviour	JR, JM
in order to assess how the issues can be stopped and to make them aware of the severity of the	
problem.	
<u>Dog Mess</u>	
(a) A new dog mess bin had arrived, and will be sited in Chapel Lane. The Parish Council	JM
Groundsman is to be reminded to undertake the work required.	
(b) There had been queries regarding the lack of dog waste bags in the dispensers. Cleaner	JM
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.	
(c) A report had been made of overflowing dog bins on the Recreation Ground, particularly behind	JM
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.	
(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.	
<u>Litter</u>	
(a) General litter issues continued throughout the village.	
(b) Household waste continues to be dumped in and around the bins on the Recreation Grounds.	

(c) A Community Litter Pick is to be organised alongside Cleaner Chalgrove.	JM
318. PARKING ISSUES & SPEED REDUCTION MEASURES:	
High Street (a) It had been previously agreed to provide an "Access Required 24/7" sign for 53 High Street. The	PW, JM
sign had been received and is to be installed.	PVV, JIVI
Speed Indication Devices	
(a) Technical instruction documents had been received from ElanCity in order to install the	
necessary software to operate the devices.	
(b) All equipment and software should be tested before installation and a working party is required	JM
to undertake this.	JIVI
(c) It was noted that the telephone lines hang very low above the proposed SID location on Mill	JM
Lane, and BT are to be informed.	JIVI
20mph Speed Reduction	
(a) 20mph signage had been installed, along with 20mph roundel line-marking, throughout the	
village, excluding Chalgrove Meadows.	
(b) No signage installation had taken place in Chalgrove Meadows and queries were made to the	
County Council 20mph Team. They had clarified that the site remained private, as the County	
Council had not received an application for the adoption of roads despite chasing. The	
responsibility of installing the signage therefore lies with Miller Homes and they had been	
contacted for their comments.	
319. MEMORIAL GARDEN:	
(a) Cllr. Russell reported on the work undertaken, which included general clearance and the	
planting of new hedging and bulbs.	
(b) Thanks were given to the volunteers, Mr. Andrew White and Mr. Richard Borrell, who	
undertook the majority of the work.	
320. MATTERS UNRESOLVED:	
Gigaclear, Parish Council Website, Standing Orders & Policies, EV Charging Point Project,	
Defibrillator, Mill Lane Gate, Gray Bench, Car Park Sign, Warm Space, Solar Panels, B480 Trees,	
Recreation Ground Bridge, Footpath Inspections, Emergency Planning Storage Container, Village	
Hall Insurance Claims, Roles & Responsibility Workshop, Village Green Legality, Mill Lane Road Sign,	
Clearance of Footpaths 5&6, Village Hall Car Park Bollards, Knights Manholes & Frogmore Culverts.	
321. MATTERS ON HOLD:	
Local Council award.	
322. ASSESSMENT OF MATTERS UNRESOLVED:	
A Councillor had requested that the Parish Council tried to clear off some of the Matters	
Unresolved. An update was provided:	
(a) Gigaclear The Parish Council await further information from Gigaclear on when the service will	
go live.	
(b) Parish Council Website The temporary website remains active, and further investigation is to be	JM
made regarding domain names.	
(c) Standing Orders & Policies Further work is to be undertaken on the policies, which will then be	JM
sent to the Communications Committee for initial review.	
(d) EV Charging Point Project The Parish Council await further information from the County Council	
regarding the funding for the project.	
(e) <u>Defibrillator</u> The Parish Council await dates from the contractor to install the defibrillator, at	
which point the equipment will be dispatched.	
(f) Mill Lane Gate The County Council have not provided any information on when/whether they	
intend to assess the gate, which is assumed to be an illegal access onto Footpath 8. The Parish	
Council are also unaware of whether the site was assessed following the damage to Footpath 8 by	
diggers accessing the land.	
(g) <u>Gray Bench</u> The Parish Council await delivery.	
(h) <u>Car Park Sign</u> Permission to place a car park sign on the Crown Pub has not yet been given, and	JM
the owner of the building has been chased for a response. The sign will be placed on a pole if no	
permission is given.	
(i) Warm Space No information has been provided by St Marys Church as to whether their Warm	
Space project is adequate or whether larger facilities are required.	

- (j) <u>Solar Panels</u> A Brookside resident wished to raise funds to install solar panels on the Village Hall roof and intended to research other halls due to the Parish Council's concerns regarding breakages from footballs. There has been no further contact from the resident.
- (k) <u>B480 Trees</u> The County Council had written with their intent to plant trees on the B480 as part of their planting programme. The Parish Council were against planting on the verges to the north of Monument Road due to possible vision issues when exiting Monument Road onto the B480. There has been no further information from the County Council.
- (I) <u>Recreation Ground Concrete Bridge</u> The Parish Council have continuously expressed concerns over the concrete bridge to the County Council. The County Council insist that there are no safety hazards.
- (m) Footpath Inspections The next assessment is due and will be on the agenda in March.
- (n) <u>Emergency Planning Storage Container</u> The Parish Council had received grant funds to install a concrete base and purchase a storage container, for the purposes of storing emergency equipment. The approved location can no longer be used due to the Restricted Byway. An alternative location has not yet been approved. Suggestions were made to build a brick storage area next to the Village Hall / Sports Pavilion specifications have not yet be drawn up.
- (o) <u>Village Hall Insurance Claims</u> The Parish Council are waiting on the results of the insurance claims for (a) the leaking roof in the Sports Pavilion which resulted in re-roofing and re-tiling, and (b) the burst pipe above the bar area / 2nd kitchen which resulted in a new ceiling, new bar area and painting. Zurich have noted a back-log of claims and we will be notified of our results in due course.
- (p) Roles & Responsibility Workshop The Roles & Responsibilities Workshop is presented by the Clerk to all Councillors and goes over topics such as what Parish Councils and Councillors can and can't do, the purpose of the Parish Council, basic rules of holding the meetings etc. It provides vital information for new Councillors and acts as a valuable refresher for all others. A date is to be set.
- (q) <u>Village Green Legality</u> Mr. M. Knight had previously queried the legality of building a Village Hall and installing various sports facilities on the Village Green. Advice had been sought. No further action has been taken at this time.
- (r) <u>Mill Lane Road Sign</u> The District Council have been reminded that the Mill Lane road sign requires replacement.
- (s) <u>Clearance of Footpaths 5 & 6</u> The footpaths have been blocked for some time. The County Council have this on their list to clear but have not deemed it a priority. It will also involve residents having to move their fence lines, and a potential need for new fencing between the footpath and the B480.
- (t) <u>Repair/Replacement of Village Hall Car Park Bollards</u> Some of the bollards are in disrepair. The matter had been put on hold during the Restricted Byway discussions.
- (u) <u>Knights Manholes & Frogmore Culverts</u> The Parish Council are no further forward in getting the District Council to clear the manholes under the Knights land and the Frogmore culverts. There is also no clarification in what happened to the funds which were set aside by SODC & Monson for this work.
- (v) <u>Local Council Award</u> In order for the Parish Council to be eligible for the Local Council Award (formally the 'Quality Council' scheme) the Clerk requires the CiLCA qualification (Certificate in Local Council Administration). This is due to be discussed at an upcoming HR Committee meeting, and the study programme should be started after this year's elections.

323. COUNCILLOR ELECTION / CO-OPTION:

- (a) Following the death of Mr. Brian Gray, SODC had granted permission for the Parish Council to co-opt.
- (b) The vacancy had been placed in the public domain with a deadline of the 28th February.

324. PARISH COUNCIL ELECTIONS 2023:

- (a) Parish Council elections are to take place on Thursday 4th May 2023, and polling will take place in the Village Hall.
- (b) The Parish Council are to display the 'notice of election' in the public domain no later than Monday 20^{th} March.
- (c) Nominations may be submitted from that date. The final date and time for their receipt by the Elections Team will be 4pm on Tuesday 4th April.
- (d) A comprehensive parish nomination pack, and helpful guidance, can be found on the Electoral

JM JM

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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. 325. ANNUAL PARISH MEETING & CROOKSTON SHIELD: **Annual Parish Meeting** (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 AP, JM upcoming year. (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 24th April, 7pm. **Crookston Shield** (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 21st April. (c) The award, along with £50, will be presented to the winner(s) at the Annual Parish Meeting on the 24th April. **326. RECREATION COMMITTEE:** There had been no Recreation Committee meeting. Skatepark (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 (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 5th & 6th January, and all regular hirers are satisfied with the work undertaken. (c) Regular sweeping and leaf removal is required. JM **Tennis Court** (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 21st March to complete the project. (b) Leaf removal is required. JM (a) A resident has reported a trip hazard to the entrance of the Under 8 Play Area, and the JM Groundsman is to be asked to build the area back up. (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. Play Area Report PW (a) Cllr. Waters continues to undertake the monthly assessment. **327. FINANCE COMMITTEE:** A Finance Committee meeting had been held on the 19th January. The minutes can be found at APPENDIX A. 2023/2024 Precept (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.

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

<u>Financial Risk Assessment</u> The financial risks were reviewed and approved;

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

<u>Effectiveness of Internal Audit</u> 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 19th 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 8th 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 9th 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 14th 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. Oxfordshire Roads Action Alliance wrote regarding the HIF1 Road Campaign, and their group meeting on Saturday 4th 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 1st 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 & 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 Storage yard with concrete and untreated permeable

Warpsgrove Lane 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. Cir. Russell noted that the ditch in front of the Chaigrove Meadows development was full of	JIVI
rubbish. Miller Homes are to be informed and asked to clear the ditch.	
346. Cllr. Russell noted that the CHAL1/10/11 development, to the west of Chalgrove, was full of	JM
rubbish. Ridgepoint Homes are to be informed and asked to litter-pick.	

347. Cllr. Waters spoke of the Summer Celebration 2023. The 24^{th} June was proposed, and the

subject is to be discussed at the next meeting.

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 th February to discuss:	JR, JM

PW, JM

- (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)

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 19th 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 22nd October to ensure that similar problems don't re-occur.

Preparations & Timeline for the 2022/2023 Audit

- (a) The financial year ends on the 31st 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 30th 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

- (a) Councillors reviewed the assessment questions.
- (b) The assessment will be undertaken at the next full Council meeting.

Review of the Effectiveness of the Internal Audit

- (a) Councillors reviewed the assessment questions.
- (b) The assessment will be undertaken at the next full Council meeting.

Financial Risk Assessment

- (a) Councillors reviewed the Financial Risk Assessment.
- (b) The document is to be approved, without change, at the next full Council meeting.

Asset Register

- (a) Councillors reviewed the Asset Register.
- (b) The document is to be approved, without change, at the next full Council meeting.

Review of the Standing Orders

- (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.
- (b) Councillors reviewed the Standing Orders.
- (c) The document is to be approved, without change, at the next full Council meeting.

Review of the Financial Regulations

- (a) The Financial Regulations must be observed in conjunction with the Standing Orders.
- (b) Councillors reviewed the Financial Regulations.
- (c) The document is to be approved, without change, at the next full Council meeting.

Review of the Code of Conduct

- (a) Councillors reviewed the Code of Conduct.
- (b) The document is to be approved, without change, at the next full Council meeting.

CIL Monies

(a) Councillors reviewed the CIL Report.

CHALGROVE PARISH COUNCIL

APPENDIX B

Village Hall Committee Meeting - Thursday 19th 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

Project ViKTor - Phase II

- (a) Councillors discussed the scope of Phase II, further refurbishments works within the Village Hall.
- (b) It was agreed by all that Phase II would include:
 - new heating system
 - new or repaired suspended ceiling
 - new lighting system
 - new air conditioning
 - new carpet in the meeting room
 - new storage cupboards in the bar area / 2nd kitchen

- general decoration
- (c) Quotes are to be gathered for the above work in order to determine project costs.
- (d) Funding is to be sought.
- (e) It was agreed to consult with the regular Hall hirers on the above proposal.