

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Monday 6th June 2024**.

Present: Cllr. P. Waters, Chair
Cllr. J. Russell, Vice-Chair
Cllr. D. Turner
Cllr. A. Dudley
Cllr. C. Nixey
Cllr. A. Charman
Cllr. J. Winnard

Apologies Accepted: Cllr. Ziemelis

Not present: Cllr. Pritchard

Members of the public: None

35. The minutes of the meeting held 6th May 2024 were approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Charman, agreed by all.

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| PUBLIC SESSION: None | |
| MATTERS ARISING: | |
| 36. VANDALISM & ASB: <u>Vandalism</u> (a) Work is ongoing to check the CCTV footage to find the culprits involved in the graffiti/tagging on the Youth Club wall, and the vandalism to the wooden bench in the Tennis Court. (b) The Parish Council Caretaker had undertaken the necessary repairs to The Mill bridge, following vandalism. | JM |
| 37. PARKING ISSUES & SPEED REDUCTION MEASURES: <u>Speed Indication Device – Berrick Road</u> (a) It had been agreed by all to lower the SID device on the Berrick Road pole. | AD, CN |
| <u>Speed Indication Device – Mill Lane</u> (a) The Mill Lane SID had been installed but didn't appear to be working. (b) Tests have been undertaken and it is believed that the batteries and device require replacement or repair, and the full device is to be taken off the pole and brought back to the Parish Office for further testing. | AD, JW |
| <u>Parking & Vehicle Complaints</u> (a) There were no known complaints. | |
| 38. CAVALIERS FC <u>Container</u> (a) The District Council has requested further information in order to consult on the planning application to place a container on the Top Rec. (b) The Cavaliers Chair is to source the required block plan, floor plan, and elevations. (c) The County Council Bridge team, and Countryside Access team, had been notified of the need for a weight restriction assessment on the bridge due to the proposed extensive drainage/pitch works on the Top Rec and Janes Meadow, which requires heavy machinery and vehicles. The County Council had been asked to clarify whether a weight restriction survey is something they will undertake, or whether the Parish Council will need to employ a contractor to undertake the survey. The Parish Council had also re-iterated the concerns over the concrete bridge and the deteriorating brook bank. There had been no response, despite chasing several times. | JM JM |
| <u>Top Rec & Janes Meadow</u> (a) It was agreed by all that the Parish Council be named as the grant applicant for the Pitch Funding, as advised by the Oxfordshire FA. | JM |
| <u>Lower Rec</u> (a) It was agreed by all that the Parish Council would fund the Elite Sports Turf survey, in the region of £1500-£2000, which will allow the Cavaliers FC to seek funding via the South Oxfordshire District Council Community Infrastructure Levy (CIL) fund; proposed Cllr. Waters, seconded Cllr. Winnard, agreed by all. | JM |

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| <p>39. ROLES & RESPONSIBILITIES</p> <p><u>Outstanding Actions</u></p> <p>(a) <i>{A WhatsApp group is to be created for each separate Committee}</i> Concerns were made regarding this being suitable for all Councillors. Each Committee will discuss separately at their own meetings.</p> <p>(b) <i>{A projector and screen are to be used within the meeting room}</i> Work is ongoing to seek quotations.</p> <p>(c) <i>{WiFi is to be boosted throughout the facility}</i> Work is ongoing to seek quotations.</p> <p>40. MATTHEW MARRIAGE MEMORIAL PATH & BENCH</p> <p><u>Memorial Path</u></p> <p>(a) Several contractors have been approached, but no quotations have been submitted as yet.</p> <p>(b) The Marriage family are aware that the project can not proceed until the Extinguishment Order has been decided.</p> <p>(c) It was noted that the Memorial Path would run over existing public rights of way and that County Council permissions would need to be obtained.</p> <p><u>Memorial Bench</u></p> <p>(a) It was previously agreed that the Marriage family would place a bench on the 'triangle' at the bottom of Monument Road.</p> <p>(b) The County Council, who own the land, have been contacted for their permission.</p> <p>(c) The Marriage family had chosen the KC Bench from David Olgilvie (used previously by the Parish Council) with a memorial plaque, but they are yet to chose the colour.</p> <p>(d) The following quotation has been provided to the family: KC Bench: 1500mm length £966 + VAT + delivery 1800mm length £1043 + VAT + delivery 2000mm length £1088 + VAT + delivery The memorial plaque accommodates up to 45 words of engraving at £67 + VAT Delivery to Chalgrove £125 + VAT The lead time from the point of order to delivery is currently around 6-8 weeks due to demand and the slow supply of materials.</p> <p>(e) The bench will be funded by the family.</p> <p>(f) It was proposed that the Memorial Bench replace the bench that is already there. An assessment of the bench is to be undertaken.</p> <p>41. 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 the Parish Council that they would remove the bottle bank and make the area good.</p> <p>(b) No work had been undertaken, and the District Council had been notified again that the area is an eyesore.</p> <p>42. MATTERS UNRESOLVED: Planning Appeal (land at 61 Brinkinfield Road), Chair's Chain, School Crossing Patrol Officer, Chapel Lane Dog Bin, Standing Orders & Policies, Gray Bench, Car Park Sign, Emergency Planning Storage Container, Village Green Legality, Village Hall Car Park Bollards, Knights Manholes & Frogmore Culverts.</p> <p>43. 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>(d) Details of the vacancies are to be added to the welcome pack.</p> <p>44. 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) A meeting is to be arranged between the Management Company RMG, Miller Homes, the Parish Council, and residents.</p> <p>(b) The Parish Council await results of the planning enforcement report for 73 Mill Lane.</p> <p>(c) The Parish Council await installation of a new Brinkinfield Road street signage.</p> | <p>ALL</p> <p>AZ, JM</p> <p>AZ, JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>AD</p> <p>JM</p> |
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| <p><u>OCC</u></p> <p>(a) Work is still required on the broken white railing outside 45 High Street. The County Council report that this has been delayed due to the flooding.</p> <p>(b) 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.</p> <p>(c) Gully clearance is required throughout the High Street, but particularly near the Family Hub and School due to the large amount of flooding in that area. The County Council had responded to report that the Highway Drainage system on the High Street will be cleared of debris/silt within 28 days. The clearance will include emptying of all roadside gullies, catchpits and jetting of all carrier lines between them. A Highway Officer will assess the potholes in line with Oxfordshire Highway Safety Inspection Policy and action remedial repairs accordingly.</p> <p>(d) Marley Lane drainage issues appear to have been fixed.</p> <p>45. ANNUAL PARISH MEETING & CROOKSTON SHIELD:</p> <p><u>Annual Parish Meeting</u></p> <p>(a) Congratulations were made to all Councillors on a very successful APM.</p> <p>(b) 25 member of the public were in attendance.</p> <p>(c) 16 local organisations/groups attended to give a report.</p> <p><u>Crookston Shield 2024</u></p> <p>(a) Following a vote undertaken at the APM, the Crookston Shield 2024 was awarded to John Donoghue who, in the last 12 months, has raised money for Chalgrove Youth Club, Chalgrove Cricket Club, Chalgrove Cavaliers, Oxfordshire Animal Sanctuary, MIND, John Radcliffe Stroke Unit and Chalgrove first responders, along with various families in need.</p> <p>(b) The award, and a cheque for £50, will be presented to John Donoghue at the Party in the Park, 15th June.</p> <p>(c) Nominations had been received for:</p> <ul style="list-style-type: none"> - SHIELD, for their relentless efforts to stop inappropriate, excessive and unsustainable developments. - Chalgrove Flood Alleviation Group who have done all they can to clear both brooks, particularly in recent months. - Annette Cook for the chairmanship of the fantastic 2024 May Day Festival. - Agnes & Adam Gardner for their commitment to teaching Taekwondo within the Village. - The former 10K Committee for their contribution over the years in organising the highly successful 10K race. - Steve Marriage for his valued commitment to Scouting within the Village. - The ladies within the Post Office for their knowledge and helpful manner. - Kim Barter for the implementation and running of the much loved Little Blue Book Swap. <p>(d) All nominees will be praised by way of a LINK/social media/website article.</p> <p>46. RECREATION COMMITTEE:</p> <p>No Committee meeting had taken place.</p> <p><u>Tree Survey</u></p> <p>(a) A quotation had been sought for work required to dead/poor, and fair trees. The cost of £990 ex VAT was approved; proposed Cllr. Waters, seconded Cllr. Dudley, agreed by all.</p> <p><u>Jubilee Walk</u></p> <p>(a) It was agreed by all to arrange a site visit with a tree surgeon in order to assess the Jubilee Walk trees.</p> <p><u>Grass Seeding</u></p> <p>(a) Grass seeding will take place on the muddy area adjacent to the MUGA.</p> <p>(b) Respect boundary fencing will be placed in the area.</p> <p><u>Skate Park</u></p> <p>(a) The Parish Council continue to seek a contractor that will undertake a surface overlay to our Skatepark.</p> <p>(b) A contractor site visit, at a cost of £750 ex VAT, was approved; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all.</p> <p>47. ALLOTMENT COMMITTEE:</p> <p>No Committee meeting had taken place.</p> | <p>JM</p> |
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| <p><u>Mill Lane Allotment Site</u></p> <p>(a) The stones had been delivered to the site for use on the parking area.</p> <p>(b) The tenancy list had been assessed, as some tenants had left/switched sites without informing the Parish Council.</p> <p>(c) A site visit is required before work may commence with the new fencing, in order to ascertain the work required to remove the current fencing, level the ground, and remove obstructions.</p> <p><u>Bypass Allotment Site</u></p> <p>(a) The bridge has been repaired.</p> <p>48. VILLAGE HALL COMMITTEE:</p> <p>No Committee meeting had taken place.</p> <p><u>Heating System</u></p> <p>(a) It was previously agreed to proceed with the new boiler and associated works at a cost of £16,361.99 ex VAT.</p> <p>(b) The contractor required a 10% payment upfront in order to secure the works, and an amount of £1636.19 ex VAT has been paid.</p> <p>(c) The Village Hall will be closed to all hirers from Monday 12th to Friday 16th August 2024.</p> <p>(d) All regular hirers are to be informed.</p> <p><u>Lighting, Electrics, Suspended Ceiling & General Decoration</u></p> <p>(a) Cllr. Ziemelis and the Clerk continue to meet with contractors.</p> <p>49. EMERGENCY PLANNING COMMITTEE:</p> <p><u>Call For Volunteers/Resources/First Aiders</u></p> <p>(a) It had been previously agreed to hold an event to source volunteers, resources and first aiders for the updated Village Plan.</p> <p>(b) A provisional date of 29th June was set but needed to be postponed.</p> <p>(c) The event will now take place on Monday 16th September, Village Hall, 7pm.</p> <p>(d) The event will be organised by Cllrs. Russell, Pritchard and Dudley.</p> <p><u>Funding for Ditch Clearance</u></p> <p>(a) It was previously agreed to apply to the County Council Flood Authority Funding in order to undertake vital clearance work within the Frogmore Ditch. Unfortunately the application was not successful.</p> <p><u>Actions</u></p> <p>(a) Discussions are to take place with the Drainage team to ascertain next steps.</p> <p>(b) The Primary School are to be contacted for dates to undertake work in Frogmore.</p> <p>(c) SOHA are to be contacted regarding a brook clearance adjacent to their land on the High Street.</p> <p>(d) A letter is to be sent to the Environment Agency regarding the high amount of nitrate in the brook.</p> <p>50. YOUTH CLUB COMMITTEE:</p> <p>A Committee meeting had taken place on the 7th May and the minutes of the meeting can be found at APPENDIX A.</p> <p><u>Quotations</u></p> <p>(a) Quotations continue to be sought.</p> <p>51. FINANCE COMMITTEE:</p> <p><u>Business Rates</u></p> <p>(a) The Valuation Office Agency and District Council had undertaken a re-evaluation of the Village Hall facility, resulting in monies owed to the District Council as far back at 2017.</p> <p>(b) Both organisations had been asked for an explanation.</p> <p>(c) The Valuation Office Agency responded to note that their responsibility is to assess and revise rateable values based on the information provided to us by the Parish Council and the local authorities.</p> <p>(d) The Parish Council await a response from the District Council.</p> <p>52. PROJECTS:</p> <p><u>Project ViKToR Phase 2</u></p> <p>Discussed within the Village Hall Committee section of the agenda.</p> <p><u>Summer Celebration / Party in the Park</u></p> <p>(a) The Summer Celebration will take place on the 15th June.</p> | <p>PW, JW</p> <p>JM</p> <p>AZ, JM</p> <p>JR, AP, AD</p> <p>JR</p> <p>JR</p> <p>DT</p> <p>DT</p> <p>JM</p> <p>PW, JM</p> |
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| <p>(b) Advertising has started.</p> <p><u>Parish Office</u></p> <p>(a) Work continues to sort out the large amount of paperwork which requires shredding or digitally archiving.</p> <p>53. CHALGROVE NDP:</p> <p>(a) Several changes are to be made to the Design Code.</p> <p>(b) AECOM had been contacted to make the changes. However, they have unfortunately informed the Parish Council that the project has been finalised and therefore the Committee must wait for the next round of Locality funding to contract AECOM to undertake the work.</p> <p>(c) Following the opening of the 2024 funding round, an application has been submitted.</p> <p>54. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:</p> <p>Nothing to report.</p> <p>55. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK):</p> <p><u>Community Building</u></p> <p>(a) The Parish Council await the formal signed copies of the Transfer Contract.</p> <p>(b) Residents had been told that the Community Building will have a formal opening event in June, with “everyone invited”. Further information has been sought from Ridgepoint Homes.</p> <p>(c) The Chalgrove Scouts are to be chased for clarification on whether they intend on entering into a lease agreement to use the new Community Building.</p> <p><u>Concerns</u></p> <p>(a) Concerns were made over the grass verge next to the Surgery.</p> <p>(b) Concerns were made over signage.</p> <p><u>Allotment Access</u></p> <p>(a) The Lamb Allotment Site Manager wrote with his concerns over the footpath which will be installed adjacent to the allotment site (currently a grass verge on which they park) which will mean that they have to park on the road, causing unnecessary obstruction.</p> <p>(b) It was noted that the plans had already been passed, but that the site manager’s concerns would be passed on to the County Council Highways team.</p> <p>56. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOWS):</p> <p>No updates.</p> <p>CORRESPONDENCE:</p> <p>57. <u>Greenspace Surveys</u> The District Council are consulting with the public to gather information about greenspaces within the district.</p> <p>58. <u>Everyone Active Grant Scheme</u> The District Council is providing £50,000 in funding for community organisations to apply for, with a maximum grant of £1,000. The Parish Council are to submit an application for a new Youth Centre pool table and foosball table.</p> <p>59. <u>Highways Engagement Team</u> The County Council wrote with details of a new team, dedicated to enhancing the quality of our highways.</p> <p>60. <u>Family Hub AGM</u> Chalgrove & Watlington First Steps Hub wrote to invite the Parish Council to their Annual General Meeting on the 11th June. Cllr. Waters is to attend.</p> <p>61. <u>Deep Cleanse</u> The District Council wrote with details of their deep cleanse operation which will commence in Chalgrove on the 12th August. The District Council are to be asked to prioritise the High Street, Flemming Avenue, Langley Road and Hardings.</p> <p>62. <u>Footpath Diversion</u> Discussions took place regarding a footpath diversion at Brightwell Baldwin. It was noted that the consultation notice had not been sent to the Parish Council, nor placed on the start of the footpath in Chalgrove. The diversion order had been passed several months ago.</p> | <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>PW</p> <p>JM</p> |
| <p>63. PLANNING APPLICATIONS: (Parish Council decision only):</p> <p>(Cllr. Turner took no part in the discussion or decision of any planning applications shown below)</p> <p>(a) P24/S0964/DA – Land adjoining Orchard Cottage, Warpsgrove Lane</p> <p>An appeal has been made to the Secretary of State against the serving of an enforcement notice by South Oxfordshire District Council. The enforcement notice was issued for the following reasons: Without planning permission, the material change of use of the Land from agricultural use to residential use including the siting of three (3) static mobile homes and associated facilitating development.</p> | |

64. REPORT FROM THE DISTRICT COUNCILLOR:

Following the announcement of the General Election, Cllr. Turner is now in a period of Purdah and is therefore unable to provide a report which could be thought to be electioneering.

65. REPORT FROM THE COUNTY COUNCILLOR:

Following the announcement of the General Election, Cllr. Van Mierlo is now in a period of Purdah and is therefore unable to provide a report which could be thought to be electioneering.

ACCOUNTS:

66. Seven cheques had been signed outside of the main Parish Council meetings; 007757 - 007763

67. ACCOUNTS SANCTIONED FOR PAYMENT:

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| 007757 | A&W Grounds – grass cutting | £381.00 |
| 007758 | A&W Grounds – allotment bridge repair | £642.00 |
| 007759 | Replacement Cheque for 007745 | |
| 007760 | Oxtech – Village Hall heating system replacement | £1963.43 |
| 007761 | J Winnard – APM expenses | £21.00 |
| 007762 | J Murphy – Party in the Park expenses | £500.00 |
| 007763 | J Murphy – Party in the Park expenses | £62.04 |
| 007770 | M Bullen – Youth Club cleaning | £240.00 |
| 007771 | N Kerridge – youth work | £507.00 |
| 007772 | B Murphy – youth work | £149.50 |
| 007773 | R Murphy – litter picking | £168.00 |
| 007774 | Shield Maintenance – dog waste removal | £185.64 |
| 007775 | A&W Grounds – grass cutting | £572.00 |
| 007776 | Viking – office & cleaning supplies | £409.85 |
| 007777 | SSE – gas supply | £910.19 |
| 007778 | SODC – business rates | £11515.20 |
| 007779 | SODC – business rates | £2754.90 |
| 007780 | Countryside Estate Services – groundsman | £1404.90 |

ANY OTHER BUSINESS:

None

The meeting closed at 8.37pm

Signed: Chair

CHALGROVE PARISH COUNCIL**APPENDIX A****Youth Club Committee Meeting – Tuesday 7th May 2024**

Present: Cllr. J. Russell N. Kerridge, Youth Worker
 Cllr. A. Pritchard B. Murphy, Youth Worker
 K. Potter, Safeguarding Officer

Apologies Accepted: Cllr. Turner

Not present: n/a

Committee Members

- (a) It was noted that the amount of Councillors on the Committee had reduced from 4 to 3.
 (b) In the event of one Councillor sending their apologies, the Committee would be inquorate and, following good practice, the meeting should not go ahead.
 (c) If the meeting *did* go ahead, no decisions would be made despite the Committee having delegated powers.
 (d) It was proposed that an additional Councillor sit on the Committee; to be taken to full Council for approval.

Meeting with PCSO Claire Keogh

JM

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| <p>(a) Cllr. Russell, K. Potter, and the Clerk met with the PCSO to discuss anti-social behaviour.</p> <p>(b) The meeting was deemed largely unhelpful as the PCSO noted that witness statements would be seen as hearsay. CCTV or video footage would be the ideal evidence for any report.</p> <p>(c) The Parish Council must continue to encourage the public to make a Police report if they see, or are the victim of, anti-social behaviour or any other crime.</p> <p>(d) Discussions took place regarding individuals involved in the anti-social behaviour.</p> | JM |
| <p><u>Establishment</u></p> <p>(a) It was agreed by all to proceed with obtaining quotations for further refurbishment, following the installation of new radiators.</p> <p>(b) Quotations are to be obtained for:</p> <ul style="list-style-type: none"> - painting of all walls, door frames and doors - carpet for the main room (toilets, kitchen and store room deemed ok) - new lighting - back wall to be painted as a blackboard <p>(c) All quotations to be taken to full Council for approval.</p> <p>(d) Repairs are to be made to the wooden kitchen hatch.</p> | JM |
| <p><u>Equipment</u></p> <p>(a) Quotations are to be obtained for:</p> <ul style="list-style-type: none"> - new fridge-freezer - new pool table - new foosball table - new kettles - new door mat - new whiteboard - new clocks <p>(b) All quotations to be taken to full Council for approval.</p> | JM |
| <p><u>Youth Club Fun Day</u></p> <p>(a) It was proposed that the Committee hold another Youth Club Fun Day; a free activity day for all children within the Village, comprising of climbing walls, inflatable obstacle courses etc, and quotations are to be sought.</p> <p>(b) All quotations are to be taken to full Council for approval.</p> | JM |
| <p><u>Finance</u></p> <p>(a) Following donations made by the Crown Charity Committee (£1570) and the 10K Committee (£750), the Youth Club allocated fund stands at £4255.92.</p> | |
| <p><u>Year 6</u></p> <p>(a) It was agreed that the Year 6 students be invited to Youth Club after the half term holidays, starting Wednesday 5th June.</p> | JM |
| <p><u>Year 8/9</u></p> <p>(a) At the beginning of the Summer Holidays, Year 8 students going into Year 9 will be invited to all sessions, but may only attend the older sessions when school re-starts in September.</p> | JM |
| <p>The next meeting will be held on Tuesday 16th July.</p> | JM |