

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 10th July 2025**.

Present:

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

Apologies Accepted: Cllr. Charman

Not present: n/a

Members of the public: None

72. DECLARATION OF ACCEPTANCE OF OFFICE:

(a) Following approval of his co-option, Ayokunle Kolade signed the Declaration of Acceptance of Office; witnessed and signed by the Clerk.

(b) All documentation is to be submitted to the District Council.

73. The minutes of the meeting held 5th June 2025 were amended, approved and then signed by the Chair; proposed Cllr. Dudley, seconded Cllr. Waters, agreed by all.

PUBLIC SESSION: None	
MATTERS ARISING:	
74. VANDALISM & ASB: (a) Graffiti still needs to be removed from the High Street bus stop (Crown) and the Youth Centre. (b) An incident had been reported on Facebook alleging that 3 Year 10 students attacked another student on the Recreation Ground. The Parish Council are to expect a request for CCTV footage, via Thames Valley Police.	JM
75. PARKING ISSUES & SPEED REDUCTION MEASURES: <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) Following a site visit by Jon Beale, County Council, on the 6 th June 4 possible sites were identified as possible sites for speed surveys, which would need to be completed before any SID devices may be placed on the High Street. (c) The cost of £800 ex VAT, for all 4 speed surveys, was approved; proposed Cllr. Winnard, seconded Cllr. Russell, agreed by all.	JM
<u>Speed Monitoring</u> (a) Further to our initial registration with the Community Speedwatch scheme, the Parish Council awaits further information from Thames Valley Police.	JM
76. BOTTLE BANK: (a) Following the work undertaken by the District Council to remove the damaged bottle bank, the Parish Council awaits the removal of the fencing and the necessary grass seeding.	JM
77. FLOOD ALLEVIATION: <u>CFAG</u> (a) Cllr. Russell provided updates on work undertaken by Chalgrove Flood Alleviation Group (CFAG) and the Chalgrove Volunteer Group.	
<u>RTCT Meeting</u> (a) Cllr. Russell provided updates on the work to be completed by the River Thame Conservation Trust.	
<u>Flooding</u> (a) A draft flood survey was reviewed and it was agreed that amendments were required. (b) The survey is to be re-drafted and distributed to all Councillors for comments.	JM
78. DOG BINS:	

<p>(a) A new dog bin had been installed on the Recreation Ground near the Chibnall Close alleyway.</p> <p>79. VILLAGE ARCHIVES:</p> <p><u>Archive Room</u></p> <p>(a) A meeting had previously taken place with two representatives from the Chalgrove History Group.</p> <p>(b) It had been agreed that the Parish Council will keep one shelving unit for their own archives (to the right as you walk through the door). 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 still await the list.</p> <p>80. VILLAGE HALL WIFI:</p> <p>(a) WiFi is now available within the Village Hall, following installation of routers and boosters throughout the facility.</p> <p>81. DOCTORS' SURGERY DEFIBRILLATOR:</p> <p>(a) The Parish Council previously agreed to take the defib on as an asset (responsible for maintenance and weekly checks), but are to draft an agreement between all parties beforehand.</p> <p>(b) The agreement is to be drafted and sent to all parties for comments.</p> <p>82. TALKING TABLES EVENT:</p> <p>(a) Cllrs. Russell and Pritchard are to attend the OALC Talking Tables event on the 18th July.</p> <p>83. 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> <p>84. COUNCILLOR VACANCIES:</p> <p>(a) There is one Councillor vacancy, following the co-option of Cllr. Kolade.</p> <p>(b) The vacancy will continue to be advertised in the usual way.</p> <p>85. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:</p> <p><u>OCC</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><u>Thames Water</u></p> <p>(a) Despite repeated reports made by the Parish Council and residents, Thames Water are yet to attend site to repair/replace a very cracked and dangerous manhole cover in Swinstead Court. The matter had been escalated to County Councillor Judith Edwards.</p> <p>86. FOOTPATH & LIGHTING COMMITTEE:</p> <p>(a) It had been previously agreed that all Councillors would undertake a footpath and lighting walk.</p> <p>(b) All reports are to be returned to the Clerk by the end of August.</p> <p>87. PROJECTS/WORK TO BE COMPLETED:</p> <p><u>Project ViKToR Phase 2</u></p> <p>(a) Village Hall signage is required for the front of the building.</p> <p><u>Project ViKToR Phase 3</u></p> <p>EXTENSION:</p> <p>(a) The Recreation Committee had previously met with contractors to obtain quotations for technical drawings for a small extension at the Village Hall, to house event tables and chairs.</p> <p>(b) The cost of £2750 ex VAT, for the production of technical drawings and to submit the planning application, was approved; proposed Cllr. Winnard, seconded Cllr. Ziemelis.</p> <p>(c) Details of the required tables and chairs are to be researched in order to determine the capacity required.</p> <p>RE-SURFACING:</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JR & AP</p> <p>ALL</p> <p>JM</p> <p>JM</p> <p>JM</p>
---	---

(a) Quotations had been sought for the re-surfacing of the Village Hall gated area, and an extension to the Village Hall car park.	JM
<u>Village Hall Echo Issue</u>	
(a) The Parish Council had been advised that the best solution to remove the echo in the hall is to replace the ceiling tiles with A-Grade sound-reducing ceiling tiles. The Parish Council await the quotation.	JM
<u>Archive Room (Parish Office)</u>	
(a) Quotations are to be sought for the air conditioning / dehumidifier for the archive room.	JM
(b) All Parish Council equipment (not archives) is to be moved to the Ken Batley Centre by the end of August.	JM
<u>Sports Pavilion Internal Painting</u>	
(a) Internal painting had been completed.	
<u>Party In The Park</u>	
(a) The Parish Council's community event will take place on the 19 th July.	PW
88. CHALGROVE NDP:	
(a) The new Design Code had been submitted to the District Council and the Parish Council await the decision from the Inspector.	JM
89. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:	
Nothing to report.	
90. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK):	
Nothing to report.	
91. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW):	
Nothing to report.	
CORRESPONDENCE:	
92. <u>District Council Community Governance Review 2025/2026</u> The District Council wrote regarding their review which will discuss any requests from Parish Councils to alter the boundary of the parish, change the parish name, merge or abolish parishes, or change the electoral arrangements for the parish. It was agreed by all that Chalgrove Parish Council required no alterations.	
93. <u>OALC AGM</u> The Parish Council were invited to attend the Oxfordshire Association of Local Council AGM on the 18 th July.	
94. <u>District Council Local Government Reorganisation Event</u> The Parish Council were invited to attend the event on the 14 th July.	
95. <u>Thames Valley Police</u> The PCC wrote to report on the work done throughout Thames Valley.	
96. GLADMAN HOMES PLANNING APPLICATION:	
(a) Following the District Council Planning Officer's recommendation to approve Gladman Homes application for 160 new homes adjacent to Chalgrove Meadow, the Parish Council attended the SODC Planning Meeting to confirm their strong objection to the development.	
(b) Cllr. Russell spoke on behalf of the Parish Council, Paul Boone spoke on behalf of SHIELD, and Cllr. Turner spoke in his capacity as District Councillor.	
(c) The SODC Planning Committee went against the recommendation of the Planning Officer, and unanimously rejected the Gladman Application.	
(d) An appeal is to be expected.	
97. PLANNING APPLICATIONS: (Parish Council decision only):	
None	
98. REPORT FROM THE DISTRICT COUNCILLOR:	
(a) Cllr. Turner reported on fly-tipping, unitary councils, Joint Local plan hearings, and grants.	
99. REPORT FROM THE COUNTY COUNCILLOR:	
(a) Cllr. Judith Edwards provided a report detailing the County Council meeting on the 20 th May, resurfacing plans, roadside gully drainage plans, the County Council budget, youth service support review, grants, and cost of living.	
ACCOUNTS:	
100. Two cheques had been signed outside of the main Parish Council meetings; 008027-008028	
101. ACCOUNTS SANCTIONED FOR PAYMENT:	
008027 Castle Water – Mill Lane allotment water supply	£985.58
008028 MTC Curtains & Blinds	£2400.00
008034 Countryside Estate Services – groundsman	£1427.55

008035	N Kerridge – youth work	£585.00
008036	B Murphy – youth work	£120.00
008037	C Collins – youth work	£180.00
008038	K Potter – youth work	£360.00
008040	Oxford Aerials – WIFI installation	£1092.60
008041	Zurich – insurance policy	£5885.40
008042	SSE – electricity supply	£999.02
008043	SSE – gas supply	£437.20
008044	M Bullen – youth work & Youth Centre cleaning	£465.56
008045	JD Services – Sports Pavilion refurbishment	£730.45
008046	B Murphy – expenses	£60.00
008050	AW Grounds – grass cutting	£667.00
008051	Shield Maintenance – dog waste removal	£185.64
008052	Viking – office & cleaning supplies	£194.48

ANY OTHER BUSINESS:

102. Cllr. Kolade requested further information on available activities for young people within the village. The Clerk provided details of the Youth Club, open 4 nights per week, and the recreational facilities.

103. Cllr. Winnard spoke of the amount of litter on Rushy Furrow Lane and requested that the Parish Council ask the District Council to supply a waste bin.

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.

104. MILL LANE ALLOTMENT SITE FORMAL COMPLAINT:

Cllr. Winnard declared an interest and left the room, taking no part in the discussion or decision making.

(a) The Parish Council had previously received serious formal complaints regarding the conduct and behaviour of one of the allotment tenants.

(b) Statements had been submitted by the Complainee and the Complainants by the deadline of the 30th June.

(c) All complaints and supporting statements were reviewed and discussed by the Parish Council at length.

(d) In reaching its decision, the Council took into account the Complainee's response and supporting statement, and the history of prior conduct, including a formal written warning issued on the 17th February 2021.

(e) The Parish Council resolved that, in light of the evidence presented and the previous formal warning issued in 2021, the Complainee's tenancy at Mill Lane Allotments should be terminated.

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

The meeting closed at 9.27pm

Signed: Chair