

CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 4th December 2025**.

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: 9

211. The minutes of the meeting held 6th November 2025 were approved and then signed by the Chair; proposed Cllr. Dudley, seconded Cllr. Russell, agreed by all.

PUBLIC SESSION:

212. Seven members of the public attended to discuss their objection to a termination of tenancy at the Mill Lane Allotments and asking that the Parish Council reconsider.

JM

213. Two members of the public attended to discuss the success of Repair Cafes in other areas and asked whether the Parish Council would be willing to set one up or help organise a team to take this on. An appointment is to be made to discuss this further at the Parish Office.

MATTERS ARISING:

214. VANDALISM & ASB:

Graffiti

(a) Work is ongoing to remove graffiti from the High Street bus stop (Crown AND Parsnips Close), the youth Centre, the concrete standing adjacent to the MUGA, and a tree adjacent to the MUGA.

215. PARKING ISSUES & SPEED REDUCTION MEASURES:

Extra Poles For Speed Indication Devices

(a) Following a meeting with Jon Beale, Oxfordshire County Council, and associated speed survey results, the Parish Council had been informed that an electronic SID sign located at location 1 (primary school) would activate with the slow down message about 170 times a day.

(b) The County Council had provided a quotation, stating that they have covered the cost of the pole itself by way of contribution.

(c) The Parish Council approved the works, at a cost of £795.45 ex VAT; proposed Cllr. Winnard, seconded Cllr. Pritchard, agreed by all.

216. FLOOD ALLEVIATION:

Removal of Debris Alongside the Hardings' Ditch

(a) The Parish Council had previously approved a maximum cost of £500 for a skip to take away the cuttings and overgrowth on Parish Council land adjacent to the Frogmore ditch.

(b) It has been noted that it would take considerably more than 1 skip.

(c) A quotation had been received for a contractor to remove the debris.

(d) The cost of £945 ex VAT was approved; proposed Cllr. Ziemelis, seconded Cllr. Winnard, agreed by all.

Chalgrove Flood Alleviation Group (CFAG)

(a) Cllr. Russell provided updates on work undertaken by CFAG and the Chalgrove Volunteer Group.

(b) Profiling had been undertaken on the Hardings and Frogmore ditches, and the required work will be funded by the County Council.

Chalgrove Flood Survey

(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.

JR,AC,JW

(b) Some of the surveys are to be posted through letterboxes on certain streets.

(c) The consultation will remain open until the 28th December.

217. PARISH MEETING:

(a) At the previous meeting a member of the public attended and notified the Parish Council that

<p>they, and 5 other electors, had convened a Parish Meeting to be held on the 4th December.</p> <p>(b) Location and time had not been provided, but it had been implied that they intended on holding the Parish Meeting within the Parish Council Meeting.</p> <p>(c) Clarification and advice had been sought from the Oxfordshire Association of Local Councils, and a response was sent to all 6 electors stating that:</p> <ul style="list-style-type: none"> - advice had been sought previously from OALC before cancelling the Parish Council APM - that their Parish Meeting could not be held as part of a Parish Council Meeting - that the Parish Council are not required to attend a Parish Meeting - that in order for them to hold a Parish Meeting a venue must be secured and the meeting must be advertised in the public domain <p>(d) The Parish Council had not been notified of a location or time of their Parish Meeting.</p>	
<p>218. NEIGHBOURHOOD WATCH SCHEME:</p> <p>(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.</p>	PW,AC,JW
<p>(b) Cllrs. Waters, Charman & Winnard are to meet with the resident.</p> <p>219. JOINT USER AGREEMENT:</p> <p>(a) The Parish Council are to meet with Acer Trust regarding the Joint User Agreement.</p>	JR,AP,JM
<p>220. MATTERS UNRESOLVED: Matthew Marriage Path & Bench, Doctors Surgery Defibrillator Agreement, British Legion Bench, Chair's Chain, School Crossing Patrol Officer, Standing Orders & Policies, Gray Bench, Emergency Planning Storage Container, Village Green Legality, Village Hall Car Park Bollards.</p>	
<p>221. COUNCILLOR VACANCIES:</p> <p>(a) There is one Councillor vacancy.</p> <p>(b) The vacancy will continue to be advertised in the usual way.</p>	JM
<p>222. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:</p>	
<p><u>OCC</u></p> <p>(a) Updates had been received from the County Council following the site visit:</p> <p>BARRIERS AT THE BOTTOM ENTRANCE TO CHALGROVE MEADOW: The Parish Council had asked the County Council to proceed with the installation of a barrier.</p> <p>RUPERT CLOSE STEPS: The County Council reported that the work required had been scheduled.</p> <p>CRACK IN HIGH STREET WALL: The County Council reported that they are seeking support from management to get the wall scheduled for repair.</p> <p>RAILINGS/BARRIERS AT HARDINGS ALLEYWAY: The County Council reported that they are chasing for an update.</p> <p>LAMB BRIDGE CLEARANCE: The County Council reported that they are chasing for an update and requested recent photos of the brook adjacent to the bridge.</p> <p>MARLEY LANE GATE: The County Council reported that the work had been completed.</p>	JR
<p><u>Thames Water</u></p> <p>(a) A Thames Water manhole had completely broken within Swinstead Court.</p> <p>(b) As the area is unadopted, Thames Water and the County Council had refused to assist.</p>	JM
<p>(c) A quotation for repair had been received, but only allowed for 12.5 ton vehicles. It was noted that a bin lorry can weigh up to 26 tons. The contractor had been asked to requote.</p> <p>(d) It had been previously noted that this should not be funded by the Parish Council, but shared between the residents of Swinstead Court.</p>	JM
<p>223. PROJECTS/WORK TO BE COMPLETED:</p>	
<p><u>Village Hall Roof</u></p> <p>(a) Following recent repairs made to the Village Hall roof, a further area was found which could cause internal flooding if not repaired.</p> <p>(b) The cost of repair, at £395.85 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Charman, agreed by all.</p>	JM
<p><u>Outstanding Works With No Updates</u></p> <p>(a) Village Hall Extension</p> <p>(b) Village Hall Ceiling Tiles</p> <p>(c) Archive Room</p> <p>(d) Boot Scrapers</p> <p>(e) MUGA concrete area extension and/or grass matting</p>	JM JM JM JM JM

<p>(f) Table Tennis Table grass matting (g) MUGA push-bar mechanisms (h) CCTV to cover the Village Hall and Sports Pavilion</p>	<p>JM JW JM</p>
<p>224. FINANCE COMMITTEE: <u>Budgets & Precepts</u> (a) The Parish Council are to review the budgets, in order to set a precept figure, at a Finance Committee meeting on the 15th December.</p>	<p>ALL</p>
<p>225. ALLOTMENT COMMITTEE: Following the break-in, it had been agreed to implement security measures: <u>Gate Key</u></p>	
<p>(a) Cllr. Winnard noted that the gate had never been locked. (b) The purchase of a suitable lock, at a maximum cost of £50 ex VAT, was approved; proposed Cllr. Waters, seconded Cllr. Dudley, agreed by all.</p>	<p>JW</p>
<p><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. (c) It was agreed that CCTV signage would be placed on the front gate immediately. A maximum cost of £25 ex VAT was approved; proposed Cllr. Pritchard, seconded Cllr. Winnard, agreed by all.</p>	<p>JM PW,AC,JW,JM JM</p>
<p>226. VILLAGE HALL COMMITTEE: <u>Village Hall Hire Rates</u></p>	
<p>(a) Hall hire rates are to be reviewed and amended, effective 1st January 2026. (b) Regular hirer rates are to be reviewed, effective 1st April 2026. (c) Due to time constraints it was agreed to discuss at the next meeting.</p>	
<p>227. RECREATION COMMITTEE: <u>Top Rec Hedgerow</u></p>	
<p>(a) Work is required to extensively cut back the hedgerow on the Top Rec. (b) A quotation had been received, at a cost of £2350 ex VAT, but it was agreed to ask for a new quotation to include the hedgerow cutting at the Mill Lane and Bypass allotment sites.</p>	<p>JM</p>
<p>228. CHALGROVE NDP: (a) The new Design Code and updated NDP had been inspected by the Planning Inspectorate and a report sent to the District Council asking that the report be made. (b) The Chalgrove Neighbourhood Development Plan Review was made and became part of the Development Plan on the 6th November 2025 and carries full weight in the determination of planning applications. (c) The Parish Council thanked Cllrs. Russell, Pritchard and Dudley, along with Paul Boone, who had undertaken the huge amount of work required to update the Neighbourhood Development Plan.</p>	
<p>229. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:</p>	
<p><u>Homes England</u> Nothing to report.</p>	
<p><u>Joint Local Plan</u> (a) The District Council had continued to write to the Planning Inspectorate, defending their processes and detailing that in his recent letter, Matthew Pennycook MP, Minister of State for Housing and Planning, wrote to Paul Morrison, Chief Executive of the Planning Inspectorate to outline his expectation that local plans submitted in the current plan-making system should be treated with an appropriate degree of flexibility. He specifically referred to the Duty to Cooperate (DtC), asking Inspectors to be proportionate in what is expected as the DtC evidence, and to consider the context. (b) Cllr. Turner reported that the Joint Local Plan 2041 remains at the examination stage and that it is hoped that the announcement will expedite the progress of the plan.</p>	
<p>230. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK):</p>	
<p><u>Sandy Lane Junction</u> (a) Work is still required on the Sandy Lane junction, but the County Council are yet to authorise the road closure.</p>	
<p>231. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW):</p>	
<p>Nothing to report.</p>	

CORRESPONDENCE:	<p>232. <u>South Parish Council Independent Remuneration Panel Report</u> The Parish Council reviewed the report which detailed the processes in respect of the payment of Councillor allowances; the maximum allowance for Councillors being £420 per annum, and the maximum allowance for the Chair being £1679 per annum. It was agreed by all to include the amount within the budget preparation but that the payment of allowances would not be approved at this time.</p> <p>233. <u>Bathing Water Quality at Wallingford</u> The Government had published its classifications on bathing water sites around the country. Wallingford Beach had been rated as 'sufficient', meeting the minimum standards of Bathing Water Regulations. The 2025 classification is a step up from last year's 'poor' rating, where the water quality fell below the minimum standards.</p> <p>234. <u>National Highways and Transport (NHT) Public Satisfaction Survey</u> Parish Councillors were invited to complete a survey, in order for the County Council to better understand and respond to the needs of the public.</p> <p>235. <u>Request for Donation – Chalgrove Flood Alleviation Group</u> A request had been made by CFAG for the Parish Council to fund their insurance policy. A donation of £1356.33 was approved; proposed Cllr. Pritchard, seconded Cllr. Charman, agreed by all.</p> <p>236. <u>Chalgrove Primary School – CIEMP</u> Chalgrove Primary School wrote to ask whether they could include the Chalgrove Village Hall as a place of refuge and shelter in the event of an emergency, as part of their Critical Incident Emergency Management Plan. This was agreed by the Parish Council and the School are to have a Village Hall Key.</p>	JM
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237. GLADMAN HOMES PLANNING APPLICATION:

- (a) Gladman Homes had appealed the decision made by the District Council, whereby Planning Application P25/S0867/O for 160 new dwellings was refused.
- (b) In order for the Parish Council to take an active part in the Inquiry the Parish Council had applied for, and been granted, Rule 6 status.
- (c) The Parish Council had previously submitted the Statement of Case and Proof of Evidence.
- (d) Cllrs. Russell and Dudley and the Clerk attended the full inquiry, starting on the 11th November and finishing on the 20th November. Cllr. Winnard also attended to show support, along with members of the public.
- (e) The Parish Council now await the Planning Inspector's decision.

238. PLANNING APPLICATIONS: (Parish Council decision only):

None.

239. REPORT FROM THE DISTRICT COUNCILLOR:

(a) Cllr. David Turner reported on the bathing water quality at Wallingford, CCTV, the Joint Local Plan, Disabled Facilities Grant, Chief Executive recruitment, household rubbish, and Council reorganisation.

240. REPORT FROM THE COUNTY COUNCILLOR:

No report received.

ACCOUNTS:

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

242 ACCOUNTS SANCTIONED FOR PAYMENT:

008137 Countryside Estate Services – groundsman		£1388.41
008138	M Bullen – youth work & youth centre cleaning	£330.56
008139	N Kerridge – youth work	£540.00
008140	B Murphy – youth work	£120.00
008141	Churches Fire – service	£576.46
008142	Churches Fire – zone plan	£713.83
008143	Viking – cleaning supplies	£86.31
008144	Shield Maintenance – dog waste removal	£200.21
008145	Moore – audit fee	£48.00
008146	Castle Water – Mill Lane water supply	£111.72
008147	SSE – electricity supply	£544.78
008148	A Dudley – travel expenses	£34.20
008149	J Russell – travel expenses	£27.36
008150	J Winnard – travel expenses	£6.84
008151	First Steps Family Hub – donation	£7000.00
008152	Citizens Advice Bureau – donation	£200.00
008153	St Marys PCC – donation	£1500.00

008154	Howe Trust – donation	£100.00
008155	R Baker – hirer refund	£50.00
008156	Replacement cheque for 008120	£891.55

ANY OTHER BUSINESS:		
243. Cllr. Ziemelis spoke about the damaged 'no-dog' signage and proposed that the Parish Council purchase metal ones.		JM
244. Cllr. Dudley requested an update on the oak trees which were to be planted for VE & VJ day. It was noted that the Parish Council had been let down by the contractor and further enquiries are to be made.		AZ,JM
245. Cllr. Nixey reported the doubling up of street lighting by the Doctor's Surgery.		
246. Cllr. Turner spoke of the difficulties faced by Henley College students due to issues with the bus.		
247. Thanks were given to those who organised the Village Christmas Tree and associated events. A letter is to be sent.		JM
248. Cllr. Winnard reported that the street light opposite the Rupert Close steps is obscured by a bush.		JM
249. Cllr. Ziemelis reported that the highlighted strip on the Rupert Close steps needs replacing.		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.

250. MILL LANE ALLOTMENT SITE FORMAL COMPLAINT:	
<u>NHS Letter</u>	
Further confidential discussions took place.	
<u>Subject Access Request</u>	
Further confidential discussions took place.	
251. HR:	
(a) A meeting is required to discuss the changes to Minimum Wage and Oxford Living Wage, and pension contribution changes.	
(b) The HR Committee are to meet on the 6 th January.	

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

The meeting closed at 9.08pm.

Signed: Chair