

CHALGROVE PARISH COUNCIL

An **ANNUAL GENERAL MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 1st May 2025.**

Present:

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

Apologies Accepted: n/a

Not present: n/a

Members of the public: None

1. ELECTION OF THE CHAIR: Cllr. Waters was unanimously re-elected as Chair; proposed Cllr. Nixey, seconded Cllr. Russell, agreed by all.

2. ELECTION OF THE VICE-CHAIR: Cllr. Russell was unanimously re-elected as Vice-Chair; proposed Cllr. Winnard, seconded Cllr. Charman, agreed by all.

3. RECONSTITUTION OF COMMITTEES:

Allotments: Cllrs. Winnard (Chair), Waters, Russell, Nixey, and Charman.

Communications: Cllrs. Dudley (Chair), Waters, Russell, Pritchard, and Ziemelis.

Footpaths & Lighting: Cllrs. Waters, Russell, Turner, Dudley, and Charman.

Finance & HR: Cllrs. Russell (Chair), Waters, Pritchard, Dudley, and Charman.

Planning: Cllrs. Pritchard (Chair), Waters, Russell, Dudley, Nixey, and Charman.

Recreation: Cllrs. Waters (Chair), Russell, Pritchard, Turner, Nixey, Charman, and Winnard.

Village Hall: Cllrs. Ziemelis (Chair), Waters, Russell, Pritchard, Dudley, Charman, and Winnard.

Youth Club Management: Cllrs. Russell (Chair), Pritchard, and Turner. With Mrs. K. Potter.

Emergency Planning: All Councillors.

Neighbourhood Development Plan Committee: Cllrs. Russell, Pritchard, and Dudley. With Mr. P. Boone, Mrs. A. Boone, and Mr. S. Reynolds.

Chalgrove In Need Charity Trustees: Cllrs. Pritchard and Charman.

Age Concern Trustees: Cllrs. Pritchard and Dudley.

All members of Committees were proposed on bloc by Cllr. Pritchard, seconded by Cllr. Russell, and agreed by all.

4. The minutes of the meeting held 3rd April 2025 were approved and then signed by the Chair; proposed Cllr. Dudley, seconded Cllr. Winnard, agreed by all.

<p>PUBLIC SESSION: None</p> <p>MATTERS ARISING:</p> <p>5. VANDALISM & ASB:</p> <p>(a) Graffiti still needs to be removed from the High Street bus stop (Crown) and the Youth Centre.</p> <p>(b) It was reported that a group of young boys/men had graffitied/tagged the Skatepark. CCTV is to be checked and a Police report made.</p> <p>6. PARKING ISSUES & SPEED REDUCTION MEASURES:</p> <p><u>Speed Indication Device – Mill Lane</u></p> <p>(a) Following reports that the Mill Lane SID had stopped working, the device had been removed for testing and repair.</p> <p>(b) It was reported that the SID had been repaired and re-installed on the Mill Lane pole. Thanks were given to Cllr. Nixey.</p> <p><u>Extra Poles</u></p> <p>(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.</p> <p>(b) Cllr. Winnard and the Clerk had undertaken a site, and a location map had been sent to the County Council in order to have the pole locations formally approved, but the County Council had</p>	<p>JM</p> <p>JM</p>
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<p>send the design for approval.</p> <p>10. DIDCOT ANNUAL MAYOR MAKING:</p> <p>(a) Cllr. Pritchard is to attend the Mayor Making on the 6th May.</p> <p>11. DOG BINS & SIGNAGE:</p> <p><u>Signage</u></p> <p>(a) 'No Dogs Allowed' signage has been installed on gates leading into both play areas, the Skatepark, the MUGA and the Tennis Court.</p> <p><u>Dog Bins</u></p> <p>(a) A new dog bin had been installed behind the Under 8s Play Area</p> <p>(b) A new dog bin is required on the Lower Recreation Ground, next to the Chibnall Close alleyway, due to rust damage. The cost of £165 ex VAT was approved; proposed Cllr. Ziemelis, seconded Cllr. Dudley, agreed by all.</p> <p>12. ANNUAL PARISH MEETING:</p> <p>(a) It was previously proposed that the Parish Council only hold an Annual Parish Meeting every other year to encourage public attendance.</p> <p>(b) It was noted that this may not be good practice and further information had been sought from OALC. The Parish Council await their advice.</p> <p>13. BOOT SCRAPERS:</p> <p>(a) It had previously been proposed to install boot scrapers next to the MUGA and on the car park for those exiting the Recreation Ground. It was agreed by all that the Recreation Committee would meet to discuss further.</p> <p>14. MATTERS UNRESOLVED: Village Archives, British Legion Bench, Salt Spreading, Village Hall WiFi, 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>15. 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>16. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:</p> <p><u>Oxfordshire County Council</u></p> <p>(a) Cllrs. Waters and Russell met with the County Council Highways Engagement Team to discuss:</p> <ul style="list-style-type: none"> - The need for a staggered barrier at the bottom of Chalgrove Meadow - High Street blocked drains, causing flooding - Rupert Close steps - Encroaching vegetation from a property on Rupert Close - Hardings alleyway railings - The need for clearance under the Lamb road bridge - The access gate at the top of Marley Lane - Pavements and potholes - 'Road Narrows' signage required on Berrick Road - 'Single Track' signage required at Hollandtide <p>(b) The Parish Council await comments from the County Council.</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.</p> <p>17. KEN BATLEY CENTRE:</p> <p><u>Lease with Chalgrove Scouts</u></p> <p>(a) In order to continue working on the lease, Shepherd & Co require confirmation that the building has been formally registered with Land Registry.</p> <p>(b) Pine Law Solicitors, who dealt with the transfer, are dealing with the registration and we await confirmation. There is a backlog at the Land Registry and there is no current timescale for completion.</p> <p>(c) It was agreed to investigate the implications of renting out the facility.</p> <p><u>Insurance</u></p> <p>(a) A Re-Instatement Cost Assessment is required in order to finalise the insurance policy.</p>	<p>AP</p> <p>JM</p> <p>JM</p> <p>PW, JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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<p>(b) The Parish Council await the report from Oxbridge Surveyors.</p> <p><u>Snagging</u></p> <p>(a) The District Council had sent their inspection report, complete with snagging list, as part of their S106 obligation.</p> <p>(b) The report had been forwarded to Ridgepoint Homes who are in the process of completing all actions on the snagging list.</p> <p>18. PROJECT VIKTOR:</p> <p><u>Phase 2</u></p> <p>(a) Completed work:</p> <ul style="list-style-type: none"> - installation of new blinds - installation of audio visual screen within the meeting room <p>(b) Outstanding work:</p> <ul style="list-style-type: none"> - curtain colour to be approved at a meeting on the 28th April - Village Hall signage for the front of the building <p><u>Phase 2 Costings</u></p> <p>(a) Updated costing will be provided at the next meeting when all aspects have been completed.</p> <p><u>Phase 3</u></p> <p>(a) Cllr. Ziemelis reported on the meeting held 28th April to discuss the specification of Phase 3, and the minutes from the meeting can be found at APPENDIX A.</p> <p>19. JOINT USER AGREEMENT:</p> <p>(a) The Joint User Agreement is an agreement between the Parish Council, County Council and Primary School regarding the Community Centre.</p> <p>(b) The Children's Centre team had reported their concerns to the Parish Council over the running of the building. The school have been using their rooms for students and the Children's Centre have concerns over insurance implications and feel that they are being pushed out.</p> <p>(c) Having gone to the County Council to ask for clarification on the usage of the rooms within the Community Centre and Children's Centre, they responded to report that the property was transferred to the Acer Trust when the school converted to an Academy in 2017.</p> <p>(d) In order to protect the Children's Centre it is proposed that the Chair meets with Cllrs. Pritchard and Turner who were very involved with the Joint User Agreement in the past.</p> <p>20. PROJECTS/WORK TO BE COMPLETED:</p> <p><u>Archive Room (Parish Office)</u></p> <p>(a) Quotations are to be sought for the air conditioning / dehumidifier for the archive room.</p> <p>(b) The Parish Council are to consider the cost of upgrading the archive room, and the associated maintenance and running costs, with suggestions made that the facility would need to be hired by the History Group. A meeting is to be held with the History Group Chair.</p> <p><u>Parish Office</u></p> <p>(a) The Clerk requires a laptop as she is currently using her personal one. A maximum cost of £2000 ex VAT was approved, to include the laptop and associated necessary products; proposed Cllr. Waters, seconded Cllr. Winnard, agreed by all.</p> <p><u>Sports Pavilion Internal Painting</u></p> <p>(a) The Parish Council are in discussion with the Cavaliers FC to look at their fixtures in order to find a suitable time to undertake the painting; expected to be early summer.</p> <p><u>Party In The Park</u></p> <p>(a) Cllr. Waters spoke about the annual event, which will take place on Saturday 19th July.</p> <p><u>VE & VJ Community Event</u></p> <p>(a) A free tea-party for the community will take place on Sunday 17th August.</p> <p>(b) The History Group will be asked to hold a small exhibition and/or stall.</p> <p>21. CHALGROVE NDP:</p> <p>(a) The new Design Code had been submitted to the District Council and the Parish Council await their decision.</p> <p>22. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:</p> <p>(a) Further to Homes England's Scoping Opinion application, the Parish Council had submitted an objection.</p> <p>23. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK):</p> <p>Nothing to report.</p>	<p>JM</p> <p>AZ, JM</p> <p>AZ, JM</p> <p>JM</p> <p>PW,AP,DT,JM</p> <p>JM</p> <p>PW, JM</p> <p>JM</p> <p>JM</p> <p>PW</p> <p>JM</p> <p>JM</p>
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24. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW): Nothing to report. CORRESPONDENCE: 25. <u>The Chalgrove Volunteer Group</u> wrote to request funding for a quantity of 30 high-viz jackets for use by volunteers. It was agreed by all that the Parish Council would purchase the jackets at a maximum total cost of £200 ex VAT, and would then gift them to the Volunteer Group; proposed Cllr. Pritchard, seconded Cllr. Waters, agreed by all. 26. <u>OCC – Community Transport Funding</u> The County Council wrote regarding the launch of their new grant funding package to support community transport provision. 27. <u>Friends of Benson Library</u> wrote to request a donation of £440 towards their running costs, based on 137 users coming from Chalgrove. A donation of £440 was approved; proposed Cllr. Winnard, seconded Cllr. Russell, agreed by the majority following a vote.		JR, JM
28. PLANNING APPLICATIONS: (Parish Council decision only): (Cllr. Turner took no part in the discussion or decision of any planning applications shown below) (a) P25/S1082/HH 8 Goode Place Single storey rear and side extension NO OBJECTION		
29. REPORT FROM THE DISTRICT COUNCILLOR: (a) Cllr. Turner reported on the Joint Local Plan, available grants, Thame Leisure Centre, nature recovery, tougher fines for fly-tipping, ticketless car parks, waste collections, and unitary councils.		
30. REPORT FROM THE COUNTY COUNCILLOR: No report received.		
ACCOUNTS: 31. 2 cheques had been signed outside of the main Parish Council meetings; 007985-007986.		
32. ACCOUNTS SANCTIONED FOR PAYMENT:		
007985	Total AV Solutions – Project ViKToR	£5904.00
007986	Replacement cheque for 007975	
007992	Countryside Estate Services – groundsman	£1427.55
007993	M Bullen – Youth Centre cleaning & youth work	£330.56
007994	B Murphy – youth work	£150.00
007995	TRS Cooling – maintenance of air-con	£492.00
007996	Shield Maintenance – dog waste removal	£371.28
007997	Chris Burgess Accountancy – QuickBooks	£198.72
007998	Cancelled cheque	
007999	ONPA – subscription	£50.00
008000	SSE – gas supply	£1213.99
008001	A&W Grounds – grass cutting	£667.00
008002	N Kerridge – youth work	£540.00
ANY OTHER BUSINESS: 33. Cllr. Winnard discussed a verbally abusive allotment tenant at the Mill Lane site. The matter is to be watched closely. 34. Cllr. Nixey queried when WIFI would be available at the Village Hall. 35. Cllr. Dudley reported construction litter in the hedges adjacent to Meadow Brook. 36. Cllr. Dudley raised the need for a footpath check.		JW, JM JM JM 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.		
37. HR: CONFIDENTIAL – NOT TO BE PLACED WITHIN THE PUBLIC DOMAIN <u>Youth Worker</u> (a) Following discussion, a Youth Workers will receive the full contractual pay during their illness, with a maximum pay date of the 31 st July 2025; proposed Cllr. Waters, seconded Cllr. Pritchard, agreed by all.		JM

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

The meeting closed at 8.49pm

Signed: Chair

Village Hall Committee Meeting – Monday 28th April 2025

Present: Cllr. A. Ziemelis, Ctte Chair Cllr. A. Pritchard
 Cllr. P. Waters Cllr. J. Winnard
 Cllr. J. Russell

Apologies Accepted: Cllrs. Dudley & Charman

Not present: n/a

PROJECT VIKTOR PHASE 2Village Hall Curtains

- (a) It was agreed by all to choose the 3 drape curtain in 'pewter'.
 (b) It was agreed by all that curtains would only be required in the main hallway, and not the entrance hall or James Martin Room.

Cllr. Pritchard left the meeting.

PROJECT VIKTOR PHASE 3Timeline

- (a) It was agreed by all to push on with Phase 3 as quickly as possible.
 (b) Deadlines would be set.

Scope of Phase 3

- (a) It was agreed by all to include the following within the initial scope of Phase 3, with the finalised scope being approved upon receipt of initial quotations:

- a small extension to the Village Hall in which to house event tables and chairs
- the purchase of event chairs and round event tables
- the increase of fencing around the Parish Office
- an extension to the Village Hall car park
- a sliding door within the 2nd kitchen
- additional work within the James Martin Room
- new surface within the gated area

Village Hall Extension

- (a) Contractors are to be sought to provide advice and quotations for the extension.

AZ, JM

Event Tables and Chairs

- (a) CAD drawings are required to estimate how many tables and chairs would fit in the hall.

JR, JM

Fencing

- (a) The Village Hall fencing is to be extended to cover the Parish Office wall due to repeated damage from those using the wall as a kick-wall for football.

AZ, JM

Village Hall Car Park Extension

- (a) Advice is to be sought in order to see how the Village Hall car park could be extended and how many extra car parking places this would provide.

AZ, JM

2nd Kitchen Sliding Door

- (a) A sliding door is required in the 2nd kitchen in order to hide the stacks of tables and chairs, making the room more functional for events.

AZ, JM

James Martin Room

- (a) Queries are to be made as to whether the James Martin Room doors can be locked.
 (b) A 'James Martin Room' plaque is required for both doors.

JM

JM

Gated Area

- (a) A new surface is required within the gated area.

AZ, JM