

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 4<sup>th</sup> September 2025.**

**Present:** Cllr. P. Waters, Chair Cllr. A. Ziemelis  
Cllr. J. Russell, Vice-Chair Cllr. C. Nixey  
Cllr. A. Pritchard Cllr. A. Kolade  
Cllr. A. Dudley

**Apologies Accepted:** Cllrs. Turner, Charman & Winnard

**Not present:** n/a

**Members of the public:** 1

112. The minutes of the meeting held 10<sup>th</sup> July 2025 were amended, approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by all.

113. The minutes of the meeting held 7<sup>th</sup> August 2025 were approved and then signed by the Chair, proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by all.

### **PUBLIC SESSION:**

None

### **MATTERS ARISING:**

#### **114. VANDALISM & ASB:**

(a) Graffiti still needs to be removed from the High Street bus stop (Crown), the Youth Centre, the concrete standing adjacent to the MUGA, and a tree adjacent to the MUGA.

(b) Graffiti had been removed from the bench within the Over 8s Play Area.

#### **115. PARKING ISSUES & SPEED REDUCTION MEASURES:**

##### **Extra Poles For Speed Indication Devices**

(a) Following a meeting with Jon Beale, Oxfordshire County Council, it was reported that the Parish Council could only have extra poles if there was proof of a speeding issue.

(b) It was suggested that speed surveys be undertaken in 4 areas of the High Street, and the Parish Council approved an estimated cost of £800 ex VAT.

(c) A formal quotation of £760 ex VAT had been received from the Transport Monitoring Team, and they had been asked to proceed with the work required.

##### **Speed Monitoring**

(a) Further to our initial registration with the Community Speedwatch scheme, the Parish Council awaits further information from Thames Valley Police.

#### **116. BOTTLE BANK:**

(a) Following the removal of the Bottle Bank, the Parish Council had chased up the removal of the security fencing and the work required to cut back the overgrowth.

(b) The overgrowth had been cut back but the fencing remains in place.

#### **117. FLOOD ALLEVIATION:**

##### **CFAG**

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

##### **RTCT Meeting**

(a) Cllr. Russell provided updates on the work to be completed by the River Thame Conservation Trust.

##### **Flooding**

(a) The draft flood survey was reviewed and it was agreed by all that the survey would be placed in the public domain.

#### **118. OALC TALKING TABLES EVENT:**

(a) Cllrs. Russell and Pritchard reported on their attendance at the Talking Tables event.

#### **119. REGISTER OF INTERESTS:**

(a) All Councillors had been asked to check that the details held by the District Council were correct, specifically making sure that Register of Interests were up to date and correct.

(b) Updated forms had been submitted to the District Council.

JM

JM

JM

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| <p><b>120. KNIGHT'S MANHOLES:</b></p> <p>(a) Mr Knight had previously met with the Chair and Clerk to discuss lack of action undertaken by the District Council to clear the manholes under his land.</p> <p>(b) The drainage system was put in by the District Council in order to take water away from the Churchyard and deposit it in the back brook, next to the concrete bridge. The drainage is blocked at some point under the Knight's land causing severe flooding and a loss of earnings.</p> <p>(c) The District Council had been asked to meet with the Parish Council to ensure that the work, which has been on Parish Council minutes since approximately 2010, was undertaken as a matter of priority.</p> <p>(d) Due to the lack of engagement from the District Council, the matter was escalated to the Head of Department, Andrew Busby, who responded to state that remedial works are being arranged for early September by a contractor who is familiar with the site.</p> |                    |
| <p><b>121. MATTHEW MARRIAGE MEMORIAL PATH &amp; BENCH:</b></p> <p>(a) <u>Memorial Bench</u></p> <p>(a) It had previously been agreed that the Marriage family be allowed to fund a bench to be placed on the 'triangle' at the bottom of Monument Road.</p> <p>(b) The Parish Council had not heard back from the County Council regarding permissions to place the bench on their land and it was agreed by all to proceed with the work required without County Council permission.</p> <p>(c) A site meeting is to take place to determine the size of the bench and the exact location to be installed.</p> <p><u>Memorial Path</u></p> <p>(a) The Parish Council are no further forward with the project due to the complications with the Restricted Byway Extinguishment Order.</p>                                                                                                                                                                                                         | JM                 |
| <p><b>122. MATTERS UNRESOLVED:</b> Doctors Surgery Defibrillator Agreement, Joint User Agreement, British Legion Bench, Chair's Chain, School Crossing Patrol Officer, Standing Orders &amp; Policies, Gray Bench, Emergency Planning Storage Container, Village Green Legality, Village Hall Car Park Bollards.</p> <p><b>123. COUNCILLOR VACANCIES:</b></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><b>124. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:</b></p> <p><u>OCC</u></p> <p>(a) Further to the site 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 who reported that the road is unadopted and therefore the County Council are unable to help.</p> <p>(b) The Parish Council are to undertake a Land Registry search to clarify the ownership of the car parking areas.</p> <p>(c) Thames Water are to be asked for a quotation to supply and install the metal manhole.</p>                                                                                                                                                      | JM<br>JM           |
| <p><b>125. RECREATION COMMITTEE:</b></p> <p><u>Boot Scrapers</u></p> <p>(a) It had previously been agreed to seek quotations for boot scrapers to be installed at the MUGA and Sports Pavilion.</p> <p>(b) The cost of 2 boot scrapers, totalling £585.98 ex VAT, was approved; proposed Cllr. Waters, seconded Cllr. Russell.</p> <p><u>MUGA</u></p> <p>(a) Quotations are to be sought to increase the concrete area adjacent to the MUGA and/or install grass matting.</p> <p>(b) Quotations are to be sought for push bar mechanisms on the back two gates, which will allow people to get out but not in, therefore reducing the amount of people using it as a short cut route.</p> <p><u>Sports Pavilion</u></p> <p>(a) It was agreed by all to proceed with new locks (with security keys) rather than a number pad;</p>                                                                                                                                                                   | JM<br>JW, JM<br>JM |

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| quotations are to be sought.                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
| (b) The Cavaliers FC had been asked to remove all unused goals, and are to be chased.                                                                                                                                                                                                                                                                                                                                                           | JM |
| (c) It had been proposed to install a ring doorbell camera to monitor those going in and out, due to unsupervised children within the facility. Work continues on ensuring that this would comply with regulations, however it is believed that the Parish Council would require additional CCTV cameras to be added to our system. Quotations are to be sought, and details of the current camera scope are to be brought to the next meeting. | JM |
| <u>Cavaliers User Agreement</u>                                                                                                                                                                                                                                                                                                                                                                                                                 |    |
| (a) The Parish Council reviewed the draft User Agreement for the Cavaliers FC use of the Sports Pavilion and Recreation Grounds.                                                                                                                                                                                                                                                                                                                |    |
| (b) Amendments are to be made, and User Agreements used by other Parish Councils are to be researched.                                                                                                                                                                                                                                                                                                                                          | JM |
| <u>Outdoor Table Tennis Table</u>                                                                                                                                                                                                                                                                                                                                                                                                               |    |
| (a) Quotations are to be sought for grass matting to be installed adjacent to the table.                                                                                                                                                                                                                                                                                                                                                        | JM |
| <u>Signage</u>                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |
| (a) Updated signage is required on the Recreation Grounds.                                                                                                                                                                                                                                                                                                                                                                                      | JM |
| <b>126. PROJECTS/WORK TO BE COMPLETED:</b>                                                                                                                                                                                                                                                                                                                                                                                                      |    |
| <u>Project ViKToR Phase 2</u>                                                                                                                                                                                                                                                                                                                                                                                                                   |    |
| (a) Village Hall signage has been ordered for the front of the building and the Parish Council await delivery.                                                                                                                                                                                                                                                                                                                                  | JM |
| <u>Project ViKToR Phase 3</u>                                                                                                                                                                                                                                                                                                                                                                                                                   |    |
| (a) EXTENSION: The Recreation Committee had met with John Coltman to obtain a quotation for technical drawings for an extension at the Village Hall, and the Parish Council had approved costs. Ongoing work takes place to size up the tables and chairs to establish how big the extension needs to be.                                                                                                                                       | JM |
| (b) RE-SURFACING: Quotations had been sought for the resurfacing of the gated area, and an extension to the Village Hall car-park.                                                                                                                                                                                                                                                                                                              | JM |
| <u>Village Hall Echo Issue</u>                                                                                                                                                                                                                                                                                                                                                                                                                  |    |
| (a) In order to remove the echo within the Village Hall, A-Grade sound-reducing ceiling tiles are required.                                                                                                                                                                                                                                                                                                                                     |    |
| (b) The cost of tiles, labour and scaffolding, at £1014 ex VAT, was approved; proposed Cllr. Waters, seconded Cllr. Pritchard, agreed by all.                                                                                                                                                                                                                                                                                                   |    |
| (c) The work is to be undertaken by the Parish Council Caretaker and Groundsman.                                                                                                                                                                                                                                                                                                                                                                |    |
| <u>Archive Room (Parish Office)</u>                                                                                                                                                                                                                                                                                                                                                                                                             |    |
| (a) Quotations are to be sought for the air conditioning / dehumidifier for the archive room.                                                                                                                                                                                                                                                                                                                                                   | JM |
| (b) In order to obtain quotations, the Parish Council require the list of items that will be stored in the archive room. The History Group had been chased for the list.                                                                                                                                                                                                                                                                        |    |
| <u>Community Big Lunch</u>                                                                                                                                                                                                                                                                                                                                                                                                                      |    |
| (a) A free of charge community event will be held on Sunday 21 <sup>st</sup> September, 1pm 'til 3pm, Chalgrove Village Hall.                                                                                                                                                                                                                                                                                                                   | JM |
| (b) The History Group had agreed to put on a small display.                                                                                                                                                                                                                                                                                                                                                                                     |    |
| <b>127. CHALGROVE PRIMARY SCHOOL:</b>                                                                                                                                                                                                                                                                                                                                                                                                           |    |
| (a) The Parish Council have been contacted by Nick Tomkins, County Council Strategic Liaison Manager, in order to find out whether the Parish Council would support selling or leasing an area of around 500m <sup>2</sup> of land in order to expand the Primary School.                                                                                                                                                                       |    |
| (b) It was unanimously agreed not to lease or sell any part of the Recreation Ground due to concerns over reducing the amount of recreational space, along with the legal aspects of 'building' over public rights of way and on a Village Green.                                                                                                                                                                                               |    |
| <b>128. KEN BATLEY CENTRE</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |    |
| <u>Lease</u>                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
| (a) The Parish Council have chased the solicitor regarding the Land Registry registration. Until the building is registered, the Parish Council cannot proceed with drawing up a lease with the Chalgrove Scouts.                                                                                                                                                                                                                               |    |
| <u>Chalgrove Scouts</u>                                                                                                                                                                                                                                                                                                                                                                                                                         |    |
| (a) Discussions took place regarding renting the facility to the Scouts until such time that the lease was drafted.                                                                                                                                                                                                                                                                                                                             |    |

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| <p>(b) Full costs are to be researched and a meeting arranged with the Scouts.</p> <p><b>129. CHALGROVE NDP:</b></p> <p>(a) The new Design Code had been submitted to the District Council and the Parish Council await the decision from the Inspector.</p> <p><b>130. SODC LOCAL PLAN &amp; PROPOSED AIRFIELD DEVELOPMENT:</b></p> <p>Nothing to report.</p> <p><b>131. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK):</b></p> <p><u>Sandy Lane Junction</u></p> <p>(a) Following concerns over the state of the road at the bottom of Sandy Lane, the Parish Council had contacted Ridgpoint Homes. They responded to report that, as part of their ongoing works to upgrade and re-construct the last section of the High Street from Sandy Lane to Marley Lane, they made an application to Oxfordshire County Council for a Street Works Licence on the 14<sup>th</sup> July requesting that works commence on the 13<sup>th</sup> October, with an estimate that works will be complete by 19<sup>th</sup> December. Ridgpoint Homes are yet to hear back from the County Council.</p> <p>(b) The Parish Council are to raise concerns over the road closure:</p> <p>Bus Route: A full road closure would stop the Thames Travel 11 bus from entering the village as there would be nowhere for the bus to turn around. This would also apply to the school and college buses.</p> <p>Access to the Doctors’ Surgery: A full road closure would restrict all vehicles from entering the Doctor’s Surgery.</p> <p>(c) Requests are to made for the road to be closed one side at a time, with traffic lights.</p> <p><b>132. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW):</b></p> <p><u>Damage to Street Light</u></p> <p>(a) Following concerns from Cllr. Winnard that the street light, damaged during a car crash, hadn’t been fixed, the Parish Council wrote to the County Council, Miller Homes, and the management company RMG detailing the exposed 230 volt electrical cables at the base.</p> <p>(b) The street light had been made safe, with pavement repairs undertaken. The street light is yet to be replaced.</p> <p><b>CORRESPONDENCE:</b></p> <p>133. <u>Citizens Advice Oxfordshire AGM</u> The Parish Council received an invitation to attend the AGM on the 15<sup>th</sup> October to hear how Citizens Advice support the community and their plans for the future following the recent merger. The Parish Council politely declined the invitation.</p> <p>134. <u>Highways Depot Open Day</u> The Parish Council received an invitation to attend the County Council’s Highways Depot Day on the 27<sup>th</sup> September. Cllr. Winnard is to attend on behalf of the Parish Council.</p> <p>135. <u>Oxford University Hospitals Trust AGM</u> The Parish Council received an invitation to attend the AGM to hear how the Trust are enhancing cancer care in emergency settings. The Parish Council politely declined the invitation.</p> <p>136. <u>Police &amp; Government Cyber Crime Support</u> The Parish Council received information on a Home Office and Policing initiative set up to help organisations protect themselves from fraud and cyber crime.</p> | <p>JM</p> <p>JM</p> <p>JW, JM</p> |                                                      |                                                      |  |  |                            |  |
| <p><b>137. GLADMAN HOMES PLANNING APPLICATION:</b></p> <p>(a) Gladman Homes had appealed the decision made by the District Council to refuse Planning Application P25/S0867/O for 160 new dwellings.</p> <p>(b) The Parish Council had applied for, and been granted, Rule 6 Status in order to take an active part in the Inquiry.</p> <p>(c) It was agreed by all that Cllr. Jan Russell would be the official Parish Council representative throughout the Appeal process.</p> <p>(d) The Parish Council are to publish a press release detailing the objection to the application.</p> <p>(e) Discussions took place regarding a proposal to invite River Thame Conservation Trust to the Inquiry to provide evidence on the impact of the development on the Chalgrove Brook. The cost of their time, at a maximum of £2200 ex VAT, was approved; proposed Cllr. Russell, seconded Cllr. Dudley, agreed by all.</p> <p><b>138. PLANNING APPLICATIONS: (Parish Council decision only):</b></p> <table><tr><td>(a) P25/S2629/NM</td><td>Land West of Marley Lane</td><td>To vary the approved riverside meadow planting plans</td></tr><tr><td></td><td></td><td>NO OBJECTION with comments</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | (a) P25/S2629/NM                  | Land West of Marley Lane                             | To vary the approved riverside meadow planting plans |  |  | NO OBJECTION with comments |  |
| (a) P25/S2629/NM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Land West of Marley Lane          | To vary the approved riverside meadow planting plans |                                                      |  |  |                            |  |
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**139. REPORT FROM THE DISTRICT COUNCILLOR:**

(a) Cllr. David Turner provided a report on recycling rates, Thames Leisure Centre, the Leader's report, Local Government reorganisation, and grants.

**140. REPORT FROM THE COUNTY COUNCILLOR:**

(a) Cllr. Judith Edwards provided a report detailing the County Council meeting on the 20<sup>th</sup> May, resurfacing plans, roadside gully drainage plans, the County Council budget, youth service support review, grants, and cost of living.

**ACCOUNTS:**

141. Two cheques had been signed outside of the main Parish Council meetings; 008075-008076

**142. ACCOUNTS SANCTIONED FOR PAYMENT:**

|        |                                                      |          |
|--------|------------------------------------------------------|----------|
| 008075 | P Boone – Volunteer Group expenses                   | £594.02  |
| 008076 | Viking – office & cleaning supplies                  | £181.04  |
| 008081 | Countryside Estate Services – groundsman             | £1427.55 |
| 008082 | M Bullen – youth work & youth centre cleaning        | £247.92  |
| 008083 | N Kerridge – youth work                              | £540.00  |
| 008084 | B Murphy – youth work                                | £120.00  |
| 008085 | C Collins – youth work                               | £45.00   |
| 008086 | K Potter – youth work                                | £360.00  |
| 008087 | Castle Water – Mill Lane allotment site water supply | £117.08  |
| 008088 | Shield Maintenance – dog waste removal               | £185.64  |
| 008089 | A&W Grounds – grass cutting                          | £667.00  |

**ANY OTHER BUSINESS:**

143. Cllr. Ziemelis spoke of the damaged/vandalised 'No Dogs Allowed' signage on the gated areas of the Recreation ground, and it was agreed that she would source a metal alternative.

144. Cllr. Ziemelis spoke of a sorned car in the Village Hall car park, which was taking up a valuable space. The abandoned vehicle is to be reported.

145. Cllr. Dudley spoke of an archaeological dig being undertaken on the old Scout Hut land, and her view that the Parish Council should expect a planning application.

AZ  
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.

**146. MILL LANE ALLOTMENT SITE FORMAL COMPLAINT:**History

(a) The Parish Council had previously received serious formal complaints regarding a Mill Lane allotment tenant.

(b) Following an investigation, the tenancy had been terminated.

Freedom of Information Request

(a) The former tenant had submitted a Freedom of Information request on the 20<sup>th</sup> July 2025, requesting all personal information held about them, including all copies of letters/communications sent to them, copies of all communications by third parties concerning them, and copies of all meeting minutes addressing issues concerning them.

(b) The Parish Council had written in response on the 6<sup>th</sup> August 2025 with copies of all letters sent, and all meeting minutes that referred to them.

(c) The Parish Council's response stated it could neither confirm nor deny that it holds information by third parties by virtue of the exemption Section 41 – confidentiality.

Subject Access Request

(a) The former tenant had responded to the Parish Council's letter on the 9<sup>th</sup> August objecting to the lack of information provided in the Freedom of Information Request, but had used the term 'Subject Access Request'.

(b) It was noted that there is a difference between a Freedom of Information Request and a Subject Access Request, but for ease the new request would be treated as a separate Subject Access Request.

(c) The former tenant once again asked for copies of the complaints, along with investigation decision papers, and the July Minutes.

(d) It was clarified that the July minutes had not been included within the original Freedom of Information Request, as they had not been approved by full Council at that time.

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| <p>(e) It is the Parish Council's opinion that they cannot share the complaints due to confidentiality. However, in the interest of being fair to all parties and the need to comply with Subject Access Request regulations, it was agreed by all to seek legal advice from the Parish Council's solicitor and further advice from the Information Commissioner's Office.</p> <p><u>Request to Enter the Allotment Site</u></p> <p>(a) The former tenant had written on the 31<sup>st</sup> August requesting that the ban be lifted so that he can dig potatoes and harvest crops.</p> <p>(b) The Parish Council unanimously agreed that the ban would not be lifted, particularly whilst Freedom of Interest and Subject Access Requests were ongoing.</p> <p><u>Correspondence from the MP</u></p> <p>(a) Freddie Van Mierlo MP's Office had been contacted by the family of the former tenant regarding the termination of their tenancy. The MP's Office wrote on the 25<sup>th</sup> July to state that Freddie had had many positive dealings with the Parish Council and found it to be fair, reasonable and well run, and requested clarification to better understand the issues.</p> <p>(b) The Parish Council requested permission from the former tenant to discuss the investigation with the Office, and permission had been granted.</p> <p>(c) The Parish Council responded to the MP's Office with an Investigation Report detailing all actions undertaken by the Parish Council.</p> <p><b>147. CHALGROVE POST OFFICE:</b></p> <p>(a) Steve Coward, Chalgrove Post Office Postmaster, wrote to notify the Parish Council that the Post Office would cease trading on the 30<sup>th</sup> December 2025 due to the business no longer being financially viable.</p> <p>(b) A meeting is to be arranged alongside the Postmaster and Royal Mail.</p> |  |
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**Inclusion of the public:** The public were no longer excluded.

The meeting closed at 9.01pm

Signed: ..... Chair