

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 5<sup>th</sup> January 2023.**

**Present:**

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

**Apologies Accepted:** n/a

**Not present:** n/a

**Members of the public:** None

282. The minutes of the meeting held 1<sup>st</sup> December 2022 were amended, approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Dudley, agreed by all.

### **PUBLIC SESSION:**

None

### **MATTERS ARISING:**

#### **283. VANDALISM & ASB:**

##### Anti-Social Behaviour

(a) Reports of anti-social behaviour had reduced throughout December. It is thought that the bad weather had acted as a deterrent.

(b) A meeting will be scheduled with parents of those involved in previous anti-social behaviours once all young people have been correctly identified.

##### Dog Mess

(a) A new dog mess bin had arrived, and will be sited in Chapel Lane.

##### Litter & Bins

(a) There had been a drastic increase in the amount of litter over the festive period, both on the Recreation Grounds and throughout the village in general. Household waste had been dumped inside or next to Recreation Ground bins.

(b) Pictures of the overflowing public waste bin, outside The Village Store on the High Street, had been sent to BIFFA and SODC as per their request, following their refusal to discuss having larger/extra bins.

(c) A member of the public had made a complaint regarding a public bin on the High Street, next to Parsnips Lane, which was overflowing with dog waste. The Clerk clarified that SODC allow dog waste to be placed within their bins, but had reported the bin to BIFFA and SODC as overflowing.

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

##### High Street

(a) It had been previously agreed to provide an "Access Required 24/7" sign for 53 High Street. The sign has been purchased and the Parish Council await delivery.

(b) Cllrs. Waters volunteered to erect the signage, agreed by all.

(c) It was noted that the parked cars on the highway, between 39-53 High Street, still caused a problem. Following discussion there was a reluctance to request double yellow lines.

##### Proposal to increase SOHA Car Park

(a) Following a consultation with the residents of Brookside and High Street (39-51) there had been a majority of objections to the proposal to increase the parking area within Brookside. SOHA had been informed that the Parish Council do not intend to take the proposal any further; there had been no response.

(b) The members of public that responded to the consultation are to be made aware of the decision.

##### Speed Indication Devices

(a) Further technical assistance is required and the Parish Council await advice from ElanCity.

JM

JM

PW

JM

JM

(b) All equipment should be tested before installation. <u>Speed Reduction Measures</u>	JM
(a) It had been previously agreed to delay any decision making with regards to white approach gates.	
(b) Costs for the painting of 20mph roundels were to be sought. OCC had clarified that this will be included within our 20mph installation package. The signs had been installed and the line-marking will be done in better weather.	
(c) It was noted that 20mph signage had not yet been installed within Chalgrove Meadows and OCC are to be notified.	JM
285. MEMORIAL GARDEN:	
(a) A working party is to take place on the 14 <sup>th</sup> January to undertake the work required.	ALL
286. GIGACLEAR:	
(a) Following Gigaclear's connection works within the village, the Parish Council had been previously informed that a community building would receive a free connection.	
(b) OCC, who are to fund the project, had clarified the details and noted that they are to fund the first 3 years of the Gigaclear connection service for Chalgrove Village Hall; there will be no connection costs or charges to the hall for the first 3 years of the service, after the 3 years the hall will then need to fund the service going forward. The Parish Council are under no obligation to continue the service after the 3 years.	
(c) The Parish Council approved the move to Gigaclear for the initial 3 year period and agreed to be a pilot site for the scheme; proposed Cllr. Pritchard, seconded Cllr. Charman, agreed by all.	JM
287. PARISH COUNCIL WEBSITE:	
(a) It was reported that the software used to update the Parish Council website was no longer supported and could no longer be used.	
(b) Work had been undertaken on the new website and Councillors were informed of the temporary website address during the transition stage of updating domain names and finishing each page.	
(c) Options for web hosting are to be sought.	JM
288. STANDING ORDERS & POLICIES:	
<u>Background</u>	
(a) Whilst the Parish Council has Standing Orders that all Councillors must abide by, policies are to be drafted and adopted which provide clear explanations for the public and Councillors on what the Parish Council will do in any given situation.	JM
(b) They are to be created in accordance with local government good practice to ensure that all responsibilities are exercised through good governance, with sound risk management, equality of opportunities and inclusive processes.	JM
<u>Policies</u>	
(a) Policies are to be created to align with individual Committees.	JM
(b) Further policies should be drafted and adopted which deal with those matters not necessarily aligned with Committees - <i>Complaints, Councillor Code of Conduct, Data Protection (GDPR) &amp; Data Breach, CCTV, Climate Change, Grants &amp; Donations, Gifts &amp; Hospitality, Health &amp; Wellbeing, Social Media &amp; Electronic Communications &amp; Websites, Trees, Memorial Seating, Volunteers, Marking the Death of a Senior National Figure, Procurement, Freedom of Information.</i>	JM
(c) All new policies are to be initially reviewed by the Communications Committee.	
289. SODC WASTE TEAM TALK	
(a) The Waste and Recycling Officer wrote regarding the opportunity to have them present a talk on waste and recycling. It was agreed by all to ask them to present at the Village Hall and open the talk to the public.	
(b) The Parish Council are to suggest the Annual Parish Meeting as a suitable event for the talk.	JM
290. EV CHARGING POINT PROJECT	
(a) The County Council are to pilot the installation of EV charging 'microhubs' (ie one or two chargepoints in a car park) in smaller rural towns and villages across Oxfordshire, aiming to pilot a model developed by Suffolk County Council whereby the County Council provides funding, does the procurement and manages the work, and then gifts the chargers to the Parish Council to run thereafter as a community asset, using the modest profit to cover the costs of ongoing maintenance and software needed to keep the chargers running smoothly.	

<p>(b) Cllrs Waters, Dudley and the Clerk met with Jenny Figueiredo, OCC EV Charging Project Manager, to discuss the details of the project.</p> <p>(c) Chalgrove had been identified as a priority site and the Parish Council await further details from the Project Manager as to whether they have secured funding, at which point further discussions would be held and a site assessment undertaken.</p> <p>(d) The Parish Council agreed to the project, in principle, and await further information.</p> <p><b>291. PARISH COUNCIL CHRISTMAS DINNER:</b></p> <p>(a) Councillors were reminded of the Parish Council Christmas Dinner, Saturday 14<sup>th</sup> January.</p> <p><b>292. MATTERS UNRESOLVED:</b></p> <p>Defibrillator, Mill Lane Gate, Gray Bench, Warm Space, Solar Panels, B480 Trees, Bridge Weight Limits, Emergency Planning Storage Container, Village Hall Insurance Claims, Roles &amp; Responsibility Workshop, Recreation Ground Bridge, Village Green Legality, Mill Lane Road Sign, Clearance of Footpaths 5&amp;6, Repair/Replacement of Village Hall Car Park Bollards, Knights Manholes &amp; Frogmore Culverts.</p> <p><b>293. MATTERS ON HOLD:</b></p> <p>Local Council award.</p> <p><b>294. COUNCILLOR ELECTION / CO-OPTION:</b></p> <p>(a) Following the death of Mr. Brian Gray, SODC had granted permission for the Parish Council to co-opt.</p> <p>(b) The vacancy had been placed in the public domain with a deadline of the 31<sup>st</sup> December.</p> <p>(c) There had been no applicants.</p> <p>(d) As the vacancy falls within a 6 month period leading up to an election, the Parish Council are not required to continue with the recruitment process unless they still wish to. It was agreed by all to continue with recruitment.</p> <p><b>295. RESTRICTED BYWAY AT THE RECREATION GROUND:</b></p> <p><u>Extinguishment Order</u></p> <p>(a) The County Council had previously reported that they would like Mr Knights approval before submitting the application, in order to reduce the chances of having to go to the Secretary of State.</p> <p>(b) It had been agreed to arrange a further site meeting with the County Council, and Mr Knight if available. The Parish Council still await a response.</p> <p>(c) It was agreed by all to inform the County Council that the Parish Council wishes to proceed with the Extinguishment Order immediately.</p> <p><u>Fencing</u></p> <p>(a) It had been previously agreed to reposition the Skate Park fencing by taking it in 1.5M, so as to widen the byway route to suit Mr. Knights requests. The SkatePark contractor had not yet clarified whether they would be able to do the work required, and further quotations would be sought.</p> <p>(b) Wickstead and Playdale had been asked for a quotation.</p> <p><b>296. CODE OF CONDUCT:</b></p> <p><u>Register of Interests</u></p> <p>(a) Following the adoption of the new Code of Conduct, all Councillors are required to complete an updated Register of Interests document.</p> <p>(b) Completed forms are to be sent to the District Council.</p> <p><b>297. RECREATION COMMITTEE:</b></p> <p>There had been no Recreation Committee meeting.</p> <p><u>Skatepark</u></p> <p>(a) The Parish Council await the start date for surfacing works and the contractor has been chased, again.</p> <p>(b) Posters will be placed in the area to notify the public of the start date.</p> <p><u>MUGA</u></p> <p>(a) Costs for MUGA re-surfacing had previously been approved. The order had been placed with Chiltern Sports, and the work will be undertaken when the weather allows.</p> <p>(b) MUGA surface cleaning was due to take place before the end of last year, following previous approval of costs, but had been delayed due to icy weather. The Parish Council await a revised cleaning date.</p> <p>(c) The facility had been deemed unfit for use by many of the regular hirers.</p> <p><u>Play Area Report</u></p>	<p>ALL</p> <p>JM</p> <p>JM</p> <p>JM</p>
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<p>(a) Cllr. Waters continues to undertake the monthly assessment.</p>	PW
<p><b>298. FINANCE COMMITTEE:</b>  <b>2023/2024 Budgets</b>  (a) Full Council reviewed and approved the budgets for 2023/2024.  <b>2023/2024 Precept</b>  (a) Using the reviewed and approved budgets, discussions took place regarding the precept for 2023/2024. Calculations showing percentage increases and the cost impact to a Band D dwelling were reviewed.  (b) Following discussions, a precept figure of £128,829 was approved, 4% rise on the previous year; proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by the majority.  (b) A public article is to be drafted explaining the Parish Council's decision of a 4% increase, whereby whilst the precept increase percentage figure is high, the cost impact to a Band D dwelling is minimal at just two pence more for the full year, following the increase of houses included within the tax base following development.</p>	JM
<p><b>299. VILLAGE HALL COMMITTEE:</b>  <b>General</b>  (a) Following a leak in the bar area, due to a faulty hot water pipe under the sink, the room had flooded and required cleaning. At present the leak doesn't appear to have caused any long-lasting damage, but repairs are to be undertaken by the contractor who installed the sink.  (b) Plumbing works are required in the bar area and toilets.</p>	JM
<p><b>Project ViKToR Phase II</b>  (a) The Parish Council are to agree on the scope of Phase II so that initial quotations and funding sources can be sought.  (b) A Village Hall Committee meeting is to be held on Thursday 19<sup>th</sup> January.</p>	AZ
<p><b>300. CHALGROVE NDP:</b>  (a) Updates to the NDP had been delayed due to the Gladmans Appeal.  (b) The Committee are to meet with Community First Oxfordshire for further advice on the update process.</p>	AP
<p><b>301. SODC LOCAL PLAN &amp; PROPOSED AIRFIELD DEVELOPMENT:</b>  No updates.</p>	
<p><b>302. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE:</b>  (a) Complaints continue regarding water leaks and mud, all of which had been passed on to the developer.  (b) A meeting with Ridgepoint Homes and Chalgrove Scouts is to be arranged in order to discuss the new community building which is to be used as a Scout Hut.</p>	JM
<p><b>303. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE:</b>  (a) Public concerns had been received regarding young people 'ice-skating' on the swale (referred to as the 'pond' by members of the public) and had queried why a play area and basketball court had been placed so close to a dangerous amount of water. Miller Homes are to be asked for their comments.  (b) Following previous concerns from the Parish Council, Miller Homes had noted that the fencing and safety signage were adequate.</p>	JM
<p><b>304. GLADMANS PLANNING APPEAL – P22/S1381/O</b>  (a) The Parish Council and District Council had objected to the initial planning application for up to 160 dwellings on a site adjacent to Chalgrove Meadows, and it was subsequently refused. Gladmans had submitted an appeal and the matter must now be decided by the Planning Inspectorate.  (b) Chalgrove Parish Council had applied for, and been granted, Rule 6 Status which allows the Parish Council to be represented during the appeal.  (c) The Parish Council had submitted the Statement of Case to the Planning Inspectorate on the 7<sup>th</sup> December.  (d) The Inspector held an online Case Management Conference on the 12<sup>th</sup> December 2022, where Cllr. Russell represented the Parish Council.  (e) The inquiry will open at 10.00am on Tuesday 14<sup>th</sup> February 2023, with a scheduled 7 sitting days, and will be held at Benson Parish Hall, where once again Cllr. Russell will represent the Parish</p>	JR

Council. (f) The Parish Council will be working closely with Paul Boone, SHIELD.			
<b>CORRESPONDENCE:</b>			
305. <u>OCC CONSULTATION - Proposed Raised Zebra Crossing and Traffic Calming Features, High Street</u>	The County Council had invited comments on a number of proposals on the main road through the Meadow Brook development (CHAL1/10/11). It was agreed by all that the proposals in their entirety were excessive for a rural environment, and are to request further consultation with the County Council to better understand the proposals.		JM
306. <u>SODC Waste Team – Deep Cleanse</u>	The District Council had written to report that they are to undertake a deep cleanse of the footpaths in Chalgrove for 4 days, starting on the 13 <sup>th</sup> February. The work is to include sweeping, litter picking, the removal of weeds and moss on pavements. The Parish Council are to be request that the work take place on the High Street, Brinkinfield Road, Flemming Avenue and Langley Road.		JM
<b>307. PLANS</b> (Parish Council decision only):			
(a) P22/S3661/FUL	Land at 61 Brinkinfield Road	Amended Plans: Erection of two semi-detached 3 bedroom dwellings OBJECTION	
(b) P22/S4541/LB	113 High Street	Increase height of existing chimney NO OBJECTION	
(c) P22/S4542/HH	3 Rupert Close	Front and rear extensions to existing garage/workshop. New roof including new roof light. NO OBJECTION	
<b>308. REPORT FROM THE DISTRICT COUNCILLOR:</b>			
Cllr. Turner reported on his Councillor grant budget, the household support fund, Homes for Ukraine, CIL charging schedules, and Christmas tree recycling.			
<b>309. REPORT FROM THE COUNTY COUNCILLOR:</b>			
Cllr. Van Mierlo reported on the 20mph scheme, EV charging points, High Street traffic calming consultation, reduced bus fares, streetlamps, tree planting, and OANB boundaries.			
<b>ACCOUNTS:</b>			
310. No cheques had been signed outside of the main Parish Council meetings.			
<b>311. ACCOUNTS SANCTIONED FOR PAYMENT:</b>			
007456	B. Murphy – youth work	£52.00	
007457	N. Kerridge – youth work	£273.00	
007458	R. Murphy – bin management & litter picking	£324.00	
007459	C Burgess – Quickbooks Subscription	£86.40	
007460	Citizens Advice Bureau – donation	£100.00	
007461	Shield – dog bin emptying	£156.00	
007462	Viking – office & cleaning supplies	£101.82	
007463	BT – telephone lines	£316.81	
007464	SEFE Energy – gas supply	£397.81	
007465	Countryside Estate Services – groundsman	£1216.23	
<b>ANY OTHER BUSINESS:</b>			
312. Cllr. Dudley queried where the salt bins were situated. It was clarified that the Parish Council owned two bins, one within the Village Hall car park, and the second on the corner of High Street and Monument Road.			
313. Cllr. Reed requested that the Parish Council clear some of the 'Matters Unresolved'.			JM
314. Cllr. Ziemelis noted that more 'No Dogs' signage needed to go up in the Play Areas.			JM
315. Cllr. Turner queried when the Tennis Wall would be completed. The Tennis Club are to be chased for further information.			JM

The meeting closed at 20.44pm. Signed: ..... Chair