

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 3rd April 2025**.

Present:

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

Apologies Accepted: Cllr. Charman

Not present: n/a

Members of the public: None

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

PUBLIC SESSION: None	
MATTERS ARISING: 361. VANDALISM & ASB: (a) The removal of graffiti is required in the High Street bus stop (Crown) and on the Youth Centre. (b) There had been reports of anti-social behaviour on social media, and members of the public are to be encouraged to make Police reports.	JM
362. PARKING ISSUES & SPEED REDUCTION MEASURES: <u>Speed Indication Device – Mill Lane</u> (a) The Mill Lane SID had been installed but didn't work. On-site tests had been undertaken and ElanCity had been asked for advice regarding repair.. (b) The SID has been transported to Langley Field Farm for testing, and Cllr. Nixey provided an update. (c) The purchase of new batteries, at £150 ex VAT, was approved; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all.	CN
<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) Cllr. Winnard and the Clerk had undertaken a site assessment, and a location map had been sent to the County Council in order to have the pole locations formally approved. The County Council had responded to state that the locations would not be suitable and that the Parish Council would need to prove that there is a speeding issue. (c) The County Council had offered a 'walk and talk' but the scheduled meeting date had been cancelled. The Parish Council await a new date.	JW, JM
<u>Parking & Vehicle Complaints</u> (a) Following concerns from Meadow Brook and Chalgrove Meadow residents over speeding on the B480, the Parish Council funded 2 x ATC surveys and the results had been received from the County Council. (b) The Parish Council await information on how to decipher the results.	JW, JM
<u>Speed Monitoring</u> (a) Further to an initial registration with the Community Speedwatch scheme, the Parish Council awaits further information from Thames Valley Police.	JM
363. BOTTLE BANK: (a) It has now been 2 years since the bottle bank was deemed unfit for use, and the District Council notified the Parish Council that they would remove the bottle bank and make the area good. (b) The District Council had notified the Parish Council that their contractor had been on site and lifted the bottle bank with no problems, but the contractor was reluctant to remove the outer casing as it would undermine the car park directly adjacent to the bottle bank. (c) The bottle bank subsequently remains in place until the District Council's engineering team	

draw up plans to ensure everything is structurally sound before further work takes place.	
364. FLOOD ALLEVIATION:	
<u>CFAG</u>	
(a) Cllr. Russell updated the Parish Council on work undertaken by the Chalgrove Volunteer Group and the continued work alongside the District and County Councils to clear the Frogmore and Hardings ditches and culverts.	
<u>RTCT Meeting</u>	
(a) On the 13th February Cllr. Russell and P. Boone met with the River Thame Conservation Society (RTCT) to discuss natural flood management.	
(b) Representatives from Stadhampton, Cuxham, Watlington and Lewknor Parish Councils had been invited to attend; Stadhampton being the only Parish Council to attend.	
(c) Following RTCT's proposed plans, the first phase calls for an amount of £5000 split between the Parish Councils:	
- Chalgrove Parish Council had committed to funding £1500 towards the project	
- Stadhampton Parish Council had committed to funding £1500 towards the project	
- Cuxham Parish Meeting had reported that they were unable to fund the project due to a lack of precept	
- There had been no response from Watlington Parish Council.	
- Lewknor Parish Council intend to discuss the project at their April meeting.	
(d) It was agreed by all that, should Watlington and Lewknor Parish Council's decide not to fund the project, Chalgrove Parish Council would fund a further £1000 and ask Stadhampton Parish Council to do the same; proposed Cllr. Waters, seconded Cllr. Dudley, agreed by all.	JM
<u>Riparian Owner Letter</u>	
(a) A letter is to be sent to all known riparian owners, detailing their responsibilities.	JR, JM
<u>Flooding</u>	
(a) It had previously been agreed to draft a survey to understand how many properties have flooded; the survey is to be completed anonymously.	JR, JM
365. HIGHWAYS ENGAGEMENT MEETING:	
(a) The County Council Highways Engagement Team had offered a site meeting in order to understand the Parish Council's concerns.	
(b) The Parish Council await a date.	JR, JW, JM
366. CHALGROVE IN NEED CHARITY:	
(a) The Chalgrove In Need Charity is currently represented by Cllrs. Pritchard and Charman.	
(b) The charity is in need of a further trustee, and it is the Parish Council's duty to assist with this.	
(c) Mrs T Winnard is to become a trustee; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.	AP, AC
367. MATTERS UNRESOLVED: Cavaliers FC, Hardings Alleyway, 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.	
368. COUNCILLOR VACANCIES:	
(a) The Parish Council has two vacancies.	
(b) There have been no further applications.	
(c) The vacancies will continue to be advertised in the usual way.	JM
369. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:	
<u>OCC</u>	
(a) Work is still required on the High Street wall, in two areas. The County Council report that this is not classed as a retaining wall, and they are awaiting information from the County Bridge engineer. Following non-action by the County Council part of the wall had fallen into the brook, since removed by the County Council. The County Council had been chased again.	JM
(b) Work is required to clear the High Street drains to alleviate road and property flooding. No action had been taken and the matter is to be escalated to Cllr. Van Mierlo.	JM
<u>Thames Water</u>	
(a) Despite repeated reports made by the Parish Council and residents, Thames Water are yet to attend site and repair/replace a very cracked and dangerous manhole cover in Swinstead Court. The matter is to be escalated to Cllr. Van Mierlo.	JM

<p>370. KEN BATLEY CENTRE: <u>Lease with Chalgrove Scouts</u> (a) The Parish Council solicitor, Shepherd & Co, continues to work on the draft lease. (b) They can go no further until the building has been formally registered with Land Registry. Pine Law Solicitors, who dealt with the transfer, are dealing with the registration and will let the Parish Council know when we can proceed. (c) Due to the long wait with Land Registry, the matter is to be escalated to Cllr. Van Mierlo.</p> <p><u>Insurance</u> (a) In order for the building insurance to be finalised, Zurich Insurers require a re-instatement value. This requires a Re-instatement Cost Assessment. (b) Oxbridge Surveyors undertook the assessment on the 20th March, and the Parish Council now await the report.</p> <p><u>Snagging</u> (a) Councillors reviewed the inspection report recently carried out by the District Council as part of their S106 obligation, along with a comprehensive snagging list. (b) The report had been forwarded to Ridgepoint Homes who are to complete the actions required.</p> <p>371. ALLOTMENT COMMITTEE: There had been no Committee meeting.</p> <p><u>Mill Lane Site</u> (a) Cllr. Winnard reported that the new fencing had been completed on the 1st April.</p> <p>372. PROJECT VIKTOR: <u>Phase 2 Completed Work</u> (a) Completed work: air conditioning system, casing for air conditioning, full decoration throughout, updated lighting, removal of telephone box and old playgroup alarm system, new suspended ceiling, meeting room carpet, meeting room chairs.</p> <p><u>Phase 2 Works Outstanding</u> (a) Window blinds to be installed Wednesday 2nd April. (b) Curtains were discussed and a maximum cost of £2300 ex VAT was approved; proposed Cllr. Ziemelis, seconded Cllr. Russell, agreed by all. It was agreed to only hang curtains in the main hall, and the colour is to be decided by the Village Hall Committee. (c) Audio Visual equipment is to be installed in the meeting room. (d) Village Hall signage for the front of the building is to be installed.</p> <p><u>Phase 2 Costings</u> (a) Updated costings were distributed to all Councillors.</p> <p><u>Phase 3</u> (a) It had been previously proposed to include the following works within Phase 2. - a brick built storage room/area within the gated area - event tables; round tables to seat 8/10 - event chairs - some form of barrier to prevent football being played against the Parish Office walls. (b) A sub-committee are to meeting and discuss the specifications of the work involved.</p> <p>373. PROJECTS/WORK TO BE COMPLETED: <u>Parish Office</u> (a) All shredding work had been completed. (b) Quotations are to be sought for the air conditioning / dehumidifier for the archive room. (c) 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 to understand what is required.</p> <p><u>Sports Pavilion Internal Painting</u> (a) Internal painting is to be undertaken in May.</p> <p><u>Party In The Park</u> (a) Cllr. Waters updated the Parish Council on the event, which will take place on Saturday 19th July. (b) The event is to be publicised after the May Day Festival.</p>	<p>JM</p> <p>JM AZ, JM</p> <p>JM JM</p> <p>PW,JR,AZ,JW</p> <p>JM PW, JM</p> <p>JW, JM</p> <p>PW, JM</p>
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ACCOUNTS:

383. 8 cheques had been signed outside of the main Parish Council meetings; 007956-007964.

384. ACCOUNTS SANCTIONED FOR PAYMENT:

007956	TRS Cooling – Project ViKToR	£13225.80
007958	C Burgess Accountancy – QuickBooks subscription	£22.83
007959	Cancelled cheque	
007960	JJL Electrical - Project ViKToR	£10080.74
007962	O Emmerson - Project ViKToR	£4200.00
007963	R Whitman - Project ViKToR	£786.00
007964	A Savin – Project ViKToR	£420.00
007970	Countryside Estate Services – groundsman	£1385.91
007971	M Bullen – Youth Centre cleaning & youth work	£296.00
007972	N Kerridge – youth work	£468.00
007973	B Murphy – youth work	£104.00
007975	Ringfence – Mill Lane allotment fencing	£840.00
007976	Community First Oxfordshire – membership	£50.00
007977	Shield Maintenance – dog waste removal	£185.64
007978	A&W Grounds – grass cutting	£667.00
007979	Viking – cleaning & office supplies	£260.77
007980	MTC Curtains & Blinds – Project ViKToR	£1020.00
007981	SODC – Business Rates	£2754.90
007982	BT – telephone line	£129.70
007983	SSE – gas supply	£1299.60
007984	SSE – electricity supply	£1221.26

ANY OTHER BUSINESS:

385. Cllr. Ziemelis queried when the installation of the new dog bin and the ‘no dogs allowed’ signage would take place; it had been clarified that it would be done within the next few weeks.

386. Cllr. Turner reminded the Parish Council that quotations for boot scrapers were required.

387. Cllr. Turner requested additional coat hooks within the Village Hall.

388. Cllr. Dudley spoke of her attendance at the OCC Open Day.

389. Cllr. Waters proposed that the APM be held every other year to encourage attendance. It was queried whether this was legal and further information is to be sought.

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.

390. HR:

A Committee Meeting had taken place on the 13th March, and the minutes of the meeting were discussed.

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

The meeting closed at 8.39pm

Signed: Chair