

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 2nd October 2025.**

Present:

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

Apologies Accepted: Cllr. Charman

Not present: n/a

Members of the public: None

148. The minutes of the meeting held 4th September were approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Pritchard, agreed by all.

PUBLIC SESSION: None MATTERS ARISING: 149. 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. 150. PARKING ISSUES & SPEED REDUCTION MEASURES: <u>Extra Poles For Speed Indication Devices</u> (a) Following a meeting with Jon Beale, Oxfordshire County Council, it was reported that the Parish Council could only have extra poles on the High Street if a speeding issue could be proven. (b) Speed surveys had been undertaken by the County Council on 4 sections of the High Street between the 12th and 18th September, funded by the Parish Council. (c) Upon receipt of the speed survey results Jon Beale, County Council, stated that an electronic SID sign located at location 1 (next to the Primary School) would activate the slow down message around 170 times per day. (d) The Parish Council are to request that the SID pole be installed by the County Council. 150. 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) It was reported that the District Council had removed the fencing and cut back the overgrowth. 151. FLOOD ALLEVIATION: <u>CFAG</u> (a) Cllr. Russell provided an update on any work undertaken by the Chalgrove Flood Alleviation Group (CFAG) and the Chalgrove Volunteer Group. (b) Cllr. Russell reported that the District Council continue to clear the drainage pipes between Frogmore and Mill Lane. Having initially stated that the work would take 3 days, the contractors had so far been on site for 3 weeks. (c) A skip is required in order to remove the cuttings and overgrowth on Parish Council land adjacent to the Frogmore ditch. A maximum cost of £500 was approved; proposed Cllr. Pritchard, seconded Cllr. Winnard, agreed by all. <u>River Thame Conservation Trust (RTCT) Meeting</u> (a) Cllr. Russell provided an update on the flood mitigation work to be completed by RTCT. (b) Meetings had been undertaken with landowners to form a flood management map. (c) RTCT are to apply for a grant to implement flood mitigation measures at the end of October. <u>Flood Survey</u> (a) Following approval of the Flood Survey, copies had been sent for print, and will be placed in the Post Office for collection and drop-off. (b) Copies of the survey are to be posted through letterboxes in those areas where flooding had previously occurred. 152. CHALGROVE POST OFFICE:	JM JM JR, JM JR JM
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(a) It was reported at the August meeting that the Chalgrove Post Office will cease trading in December. (b) Parish Council representatives met with Steve Coward, Chalgrove Post Office Postmaster, and Post Office representatives Laura Tarling and Zoe Hall on the 17th September. (c) The Postmaster described his experience of running at break-even for over 3 years, with this year tipping over into a financial loss and having to personally subsidise the business. (d) All shops on the High Street and the Crown Pub had been approached by the Post Office to take on a Post Office counter with limited services. There had been no local interest. Should any of the shops or businesses change their mind there would be an approximate charge of £20,000 to install the necessary counter and equipment. (e) It was felt by all in attendance that the decision was the Postmasters alone to make, and that the closure could not be stopped. (f) The Post Office representatives spoke about an outreach service, whereby a pop-up Post Office came to village, but also explained that Chalgrove would likely not meet the access criteria. (g) The Parish Council are to write to the Post Offices to describe the disadvantages to the community and ask that they check our access criteria.	JR
153. KNIGHT'S MANHOLES: (a) Mr Knight had previously spoken with the Clerk and Chair regarding the lack of action undertaken by the District Council to clear the manholes under his land. (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. (c) The drainage is blocked at some point under the Knights land causing severe flooding and a loss of earnings. (d) 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. (e) 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 work would start within a few weeks. 154. MATTERS UNRESOLVED: Matthew Marriage Path & Bench, Doctors Surgery Defibrillator Agreement, Joint User 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. 155. COUNCILLOR VACANCIES: (a) There is one Councillor vacancy. (b) The vacancy will continue to be advertised in the usual way.	JM
156. OUTSTANDING ACTIONS BY OTHER AUTHORITIES: <u>OCC</u> (a) Updates had been received from the County Council following the site visit. - Barriers at the bottom entrance to Chalgrove Meadow: The County Council noted that the alleyway is a public footpath and therefore the public should not be cycling on it, but realistically that would be difficult to prevent. The footpath is situated on private land, and so any possible works would need landowner's consent. There is the potential option to install a pedestrian gate within the footpath set back from the road using S.66 of the Highways Act 1980. The County Council made some suggestions and the Parish Council are to push for a barrier for safety reasons. - Crack in High Street Wall: The County Council reported that the issues had been sent to their bridges team to investigate, and had since been raised as a Minor Civils job to be fixed. - Drains: The County Council reported that their drainage team had cleaned and jetted all highway drainage assets in July and August. (b) The Parish Council await updates on the remaining issues detailed at the site visit. <u>Thames Water</u> (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. Both Thames Water and the County Council are stating that Swinstead Court is an unadopted road, although this is disputed by the residents. (b) The Parish Council had agreed to undertake a land registry search to ascertain the ownership of the car parking area. The results were inconclusive.	JM

(c) The Parish Council had once again written to Thames Water to request a quotation for a replacement manhole, and Thames Water had responded to state that they will be on site to assess the situation. 157. PROJECTS/WORK TO BE COMPLETED: <u>Project ViKToR Phase 2</u> (a) Village Hall signage has been ordered for the front of the building. <u>Project ViKToR Phase 3</u> (a) EXTENSION: The VILLAGE HALL Committee had met with John Coltman to obtain a quotation for technical drawings for the 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. (b) RE-SURFACING: Quotations had been sought for the resurfacing of the gated area, and an extension to the Village Hall car-park. <u>Village Hall Echo Issue</u> (a) The Parish Council had approved costs to replace the ceiling tiles to reduce the echo, and await delivery of the tiles in order to undertake the work required. <u>Archive Room (Parish Office)</u> (a) Quotations are to be sought for the air conditioning / dehumidifier for the archive room. <u>Recreation</u> (a) The Parish Council await the delivery of boot scrapers to be installed at the Sports Pavilion and MUGA. (b) The Parish Council are seeking quotations for the extension of the concrete area and/or grass matting at the MUGA. (c) The Parish Council are seeking quotations for the installation of grass matting at the outdoor table tennis table. (d) The Parish Council are seeking quotations for push-bar mechanisms for the back gates of the MUGA and Tennis Court. <u>CCTV</u> (a) The Parish Council are to seek quotations for the installation of additional CCTV cameras to cover the Village Hall and Sports Pavilion. <u>Community Big Lunch</u> (a) A free of charge community event was held on the 21st September, 1pm 'til 3pm, and approximately 90 people attended. 158. CHALGROVE NDP: (a) The new Design Code had been submitted to the District Council and the Parish Council await the decision from the Inspector. 159. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT: <u>Homes England</u> (a) Homes England are to hold a public exhibition on the 22nd October. <u>Joint Local Plan</u> (a) The District Council had issued a statement stating that for the past four years they had worked incredibly hard to create an innovative, forward-looking and positive plan for housing and development in our areas that seeks to raise standards, actively address the need for genuinely affordable social housing and sustainable infrastructure, and to tackle the climate emergency and restore nature. They were therefore disheartened and very disappointed that the Planning Inspectors had recommended that they withdraw the plan from the examination process over a single issue – namely the “duty to co-operate”, specifically with Oxford City Council. 160. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK): <u>Sandy Lane Junction</u> (a) Following concerns over the state of the road at the bottom of Sandy Lane, the Parish Council had reached out to Ridgepoint Homes who reported that they had applied for a road closure to upgrade and re-construct the road from Sandy Lane to Marley Lane. Works were to commence on the 13th October, and they were awaiting permission from the County Council to close the road. (b) The Parish Council had written with their concerns over a full road closure which would stop all buses coming through the village, and would deny access to the Doctors Surgery. (c) Ridgepoint Homes reported that they had met with the County Council and had been asked to	JR, AZ JM JM JM JM JM JM JW, JM JM
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leave it with them for a couple of months to review the options. (d) The Parish Council are to write to Ridgepoint Homes and the County Council stating that the road is dangerous and that the work should be completed as a matter of urgency. <u>Buses</u> (a) The Parish Council is to request information from Ridgepoint Homes and Thames Travel on when the site will be serviced by the number 11 bus. 161. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW): (a) Cllr. Winnard reported on the site visit undertaken with Miller Homes and their new landscape contractor PDG on the 23rd September. <u>Trees</u> - dead or dying trees are to be replaced correctly <u>Middle Fenced Area</u> - stone burying to take place - a new pathway from gate to gate will be created, planted with mixed wild flowers and grassed areas <u>Front of Development</u> - a fence will be installed at the side of the emergency entrance to deter illegal parking on the grassed area - barriers are to be moved toward the front pavement <u>Lacey Crescent</u> - areas to be reseeded <u>Lower Area</u> - weed killer to be applied - additional topsoil to be used to level off the larger dips <u>Western Side Drainage</u> - Miller Homes noted that the drainage ditch is not connected at the top, and there is no commitment to change this. (b) The Parish Council discussed the maintenance responsibilities of the swail. It was agreed by all to check the planning conditions. CORRESPONDENCE: 162. <u>Chalgrove Wildlife & Conservation Society</u> (CWaCS) wrote with details of their autumn bulb planting throughout the village. 163. <u>Chalgrove Volunteer Group</u> wrote with an update on their work undertaken around the village; rail painting, War Memorial Green gardening, flood alleviation brook clearances, and litter picking. 164. <u>Fr Michael Lakey, St Mary's Church</u>, wrote with details of a soon-to-be appointed Church and Community Choirmaster. The Parish Council are to attend a meet and greet alongside other community groups. 165. <u>Clean-Slate</u>, a trauma-informed organisation supporting individuals across Oxfordshire, wrote to request a donation. As the charity had not specified whether they had helped any individuals from Chalgrove, the Parish Council regrettably denied their request. 166. <u>The District Council</u> wrote with details of their Food and Warmth Grant Scheme. The information is to be passed on to St Mary's Church.	JM JM DT
167. 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 submitted the Statement of Case. (d) Cllrs. Russell, Pritchard and Dudley attended the Case Management Conference on the 23rd September. (e) The Parish Council's Proof of Evidence must be submitted to the Planning Inspectorate by the 14th October. (f) The inquiry will start on the 11th November. (g) Cllr. Russell will speak on behalf of the Parish Council. 168. PLANNING APPLICATIONS: (Parish Council decision only): (a) P25/S2783/FUL Land adjacent to Brook Surgery Demolition of existing Scout Hut and erection of two 4 bed dwellings	

169. REPORT FROM THE DISTRICT COUNCILLOR:

(a) Cllr. David Turner provided a report on the Joint Local Plan, new garden waste permits, and grants.

170. REPORT FROM THE COUNTY COUNCILLOR:

(a) Cllr. Judith Edwards provided a report detailing her meetings and Council activity, Chalgrove Airfield, flooding issues, the temporary congestion charge, and grants.

ACCOUNTS:

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

172. ACCOUNTS SANCTIONED FOR PAYMENT:

008097	Countryside Estate Services – groundsman	£1427.55
008098	M Bullen – youth work & youth centre cleaning	£300.56
008099	N Kerridge – youth work	£630.00
008100	B Murphy – youth work	£120.00
008101	C Collins – youth work	£90.00
008102	K Potter – youth work	£405.00
008103	AJ Gallagher – Youth Club insurance	184.29
008104	Zurich Municipal – Ken Batley Centre insurance	£679.69
008105	Playsafety Ltd – ROSPA report	£307.20
008106	Net World Sports – boot scrapers	£635.93
008107	Ceiling Tiles UK – ceiling tiles	£892.80
008108	Oxtech Facilities – boiler service	£204.00
008109	A&W Grounds – grass cutting	£667.00
008110	Shield Maintenance – dog waste removal	£185.64
008111	Viking – office & cleaning supplies	£127.67
008112	Moore – audit	£1056.00
008113	SSE – electricity supply	£1045.44
008114	Castle Water – Mill Lane allotments water supply	£234.17

ANY OTHER BUSINESS:

173. Cllrs. Pritchard and Winnard agreed to take the Chair's Chain to an engraver.

174. Cllr. Russell spoke about the need to change to online banking.

175. It was agreed by all to proceed with arrangements for Party in the Park 2026.

176. Congratulations were given to Cllr. Turner upon receipt of his British Empire Medal.

AP, JW

PW

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.

177. MILL LANE ALLOTMENT SITE FORMAL COMPLAINT:Subject Access Request

(a) A response had been received, following the Parish Council's Freedom of Information request response on the 9th August, objecting to the lack of information provided.

(b) Copies of the complaints, along with investigation decision papers, and the July Minutes had been requested.

(c) The investigation report and July minutes had been sent.

(d) The member of public had been informed that the Parish Council are to seek legal advice regarding the complaints.

178. HR:

Discussions are not to be placed in the public domain due to confidentiality.

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

The meeting closed at 8.50pm.

Signed: Chair