

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 5th June 2026**.

Present:

Cllr. P. Waters, Chair	Cllr. A. Ziemelis
Cllr. J. Russell, Vice-Chair	Cllr. C. Nixey
Cllr. A. Pritchard	Cllr. J. Winnard
Cllr. A. Dudley	Cllr. T. Custance

Apologies Accepted: Cllrs. Turner, Charman & Kolade

Not present: n/a

Members of the public: None

36. The minutes of the meeting held 7th May were amended, approved and then signed by the Chair; proposed Cllr. Winnard, seconded Cllr. Nixey, agreed by all.

PUBLIC SESSION: None MATTERS ARISING: 37. VANDALISM & ASB: <u>Graffiti</u> (a) Work continues to remove graffiti on the recreational spaces and throughout the village. 38. PARKING ISSUES & SPEED REDUCTION MEASURES: <u>Additional SID Pole on High Street</u> (a) Following a site-meeting with Oxfordshire County Council, associated speed survey results, and a quotation for a SID pole in location 1 (primary school), the Parish Council had previously approved the cost of the pole, and it was reported that the pole had been installed. (b) The cost of the set of brackets and solar panel for the new pole had previously been approved. Following delivery the Parish Council are to remove the Berrick Road SID and place it on the High Street pole. 39. FLOOD ALLEVIATION: <u>CFAG</u> (a) Cllr. Russell provided updates on the flood alleviation work undertaken by Chalgrove Flood Alleviation Group (CFAG), noting that work will be undertaken by the County Council on the Frogmore and Hardings ditches. <u>River Thame Conservation Trust (RTCT) – Flood Alleviation</u> (a) Following a meeting with RTCT, they had proposed that brook surveys be undertaken on the Gladman development site, in order to survey at a later date, and assess the impact of the development on the Chalgrove Brook. (b) An initial quotation of £1350 ex VAT had been received, and the Parish Council awaits the formal quotation. 40. POST OFFICE CELEBRATION: (a) A celebration for all those who worked within the Post Office took place on Sunday 10th May at the Village Hall. (b) The event was very well attended and thanks go to all the volunteers who made the day such a success. 41. DOCTOR'S SURGERY DEFIBRILLATOR AGREEMENT: (a) Members of the public and local businesses had previously funded the installation of a public-use defibrillator on the exterior wall of the Doctors Surgery. (b) The Parish Council had previously agreed, on principle, to take on responsibility for the asset upon approval of an agreement, but there had been questions regarding liabilities. (c) The local First Responder had been contacted for their comments, and the Parish Council await his response. (d) The School had been contacted for information on who they use to undertake the annual service for the defib outside the school, and it was noted that this is not a school asset but another community asset looked after by a member of the public who reported that they do not undertake any services.	JM CN JR, JM JM
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(e) The draft agreement had been sent to the doctor's surgery but there has been no response as yet.	JM
42. BUS STOP MURAL:	
(a) It had been proposed that a mural be painted, in conjunction with the Primary School, on the High Street bus stop (opposite the Rupert Close steps).	
(b) The school have been contacted and the Parish Council await their response.	JM
43. DR McMANUS' RETIREMENT:	
(a) A card and flowers had been arranged for delivery to Dr McManus at the doctor's surgery, and a thank you letter had been received.	
44. JOINT USER AGREEMENT:	
(a) The Chair of School Governors had written to request a meeting with the Parish Council to discuss the Joint User Agreement, which deals with a section of the School's Community Centre and Family Hub.	
(b) The meeting will take place on the 22 nd June, 5pm, and Cllrs. Russell and Pritchard are to attend.	JR, AP
45. VILLAGE HALL ENERGY ASSESSMENT:	
(a) Following an application to obtain a free energy assessment, the Parish Council was successful and the assessment will take place on the 6 th August.	JM
46. MATTERS UNRESOLVED:	
TPO on Land at Berrick Road, Neighbourhood Watch Scheme, Matthew Marriage Path & Bench, Standing Orders & Policies, Gray Bench, Emergency Planning Storage Container.	
47. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:	
<u>Barrier at the Bottom of Chalgrove Meadow</u>	
(a) Following a meeting with the County Council, it had been suggested to install 2 signs warning pedestrians about the oncoming traffic.	
(b) The Parish Council had previously approved a maximum cost of £200 for 2 signs and associated brackets, and the Parish Council await installation.	JM
(c) It had been suggested that a mirror be placed on the 'triangle' by the County Council, so that pedestrians could see oncoming traffic. The County Council had been asked for their comments and the Parish Council awaits their response.	JM
<u>Outstanding Work</u>	
(a) No updates had been received for:	
- crack in the High Street Wall	
- Street light opposite Rupert Close steps	
- Visibility strips on the Rupert Close steps	
- Restricted Byway Signage error	
(b) It was agreed by all to ask the County Councillor to escalate the outstanding work.	JM
48. PROJECTS/WORK TO BE COMPLETED:	
<u>Table Tennis Table Play Surfacing</u>	
(a) The Parish Council had previously approved costs to install Tigermulch surfacing around the outdoor Table Tennis table, and installation was to take place on the 14 th May.	
(b) Due to bad weather the work could not be completed and the Parish Council await a new work date.	JM
<u>No Dogs Allowed Signage</u>	
(a) Signage had been received and will be placed in the required areas once brackets had been received.	JM
<u>Janes Meadow Hedge Cutting</u>	
(a) It had been previously agreed to obtain quotations to cut back the hedgerow on Janes Meadow, and the Parish Council await the quotations.	JM
(b) It was noted that the work should not take place during nesting season.	
<u>Post Office Noticeboard</u>	
(a) The Parish Council Caretaker is to take a look at the noticeboard to ascertain whether he can replace the noticeboard.	
(b) It was agreed by all to seek quotations from a local contractor.	JM
<u>Village Hall Extension</u>	
(a) Measurements of the proposed tables and chairs have been sent to John Coltman, and	

drawings are now being drafted. <u>CCTV to Cover Village Hall and Sports Pavilion</u> (a) The Clerk met with Chris Lewis Ltd on the 17 th March to obtain quotations for additional CCTV to cover the Village Hall entrance, Sports Pavilion entrance, and areas of the Recreation Ground that are not already covered by current cameras. (b) The Parish Council awaits the quotation.	JM
<u>Archive Room</u> (a) The Parish Council had previously agreed to seek quotations for air conditioning, and dehumidifier if required, for the archive room at the Parish Office so that the Chalgrove History Group could use the facility for its intended purpose. (b) The quote for £6900 was denied and the Clerk was to seek further quotations, no further quotations had been received. (c) Cllrs. Pritchard and Winnard are to meet with the History Group to move the project forward.	AP, JW
<u>Village Hall Electrical Works</u> (a) Electrical assessments had been completed, with several repairs undertaken. (b) Further essential work is required and the Parish Council await the quotation.	
<u>Boot Scrapers</u> (a) The Parish Council await the installation of the boot scrapers at the MUGA and the Sports Pavilion.	JM
<u>Skate Park</u> The contractor had confirmed that the surfacing works would take place within the next few weeks.	JM
49. RECREATION COMMITTEE: <u>Oak Trees</u> (a) It had previously been agreed to plant two oak trees in commemoration of VE & VJ days. (b) Oxfordshire Rural Services had agreed to undertake a site survey in order to provide a quotation, and the Parish Council await a date.	JW, JM
<u>MUGA Cleaning</u> (a) Quotations had been received for the annual cleaning of the MUGA. (b) 4 visits per year, at a annual cost of £1395 ex VAT, was approved; proposed Cllr. Waters, seconded Cllr. Pritchard, agreed by all.	
50. ALLOTMENT COMMITTEE: <u>Plot Clearances</u> (a) Following site visits undertaken by Cllr. Winnard and the Clerk, it was noted that vacant plots were overgrown, requiring strimming and clearance before they could be passed on to prospective tenants. (b) An amount of £1000 was approved for clearances; proposed Cllr. Waters, seconded Cllr. Winnard, agreed by all. (c) It was noted that a Mill Lane tenant had given up two plots, both of which required the removal of a broken polytunnel and fruit cages. The tenancy agreement states that plots must be cleared before vacating, and that a charge of up to £100 will apply if not. Due to the tenant's ongoing health conditions, advice is to be sought.	JM JR, JM
51. CROOKSTON SHIELD: (a) Following a vote at the APM the Crookston Shield 2026 was awarded to Nicola Kerridge, Chalgrove Youth Worker, for her many years service at Chalgrove Youth Club. (b) The award and a cheque for £100 were given to Nicola on Tuesday 12 th May.	
52. KNIGHT'S ACCESS: (a) Following previous discussions, the Parish Council had agreed in principle to signing a deed of easement which would formally determine the vehicular access rights across the Restricted Byway to the Knight's land. (b) It had been agreed that the signing of the deed of easement would need to take place in conjunction with the removal of the Knight's objection to the Extinguishment Order, which proposes to reduce the width of the Restricted Byway, thus ensuring that the future of the skate park. (c) The Parish Council await the draft deed of easement.	

53. CHALGROVE NEIGHBOURHOOD DEVELOPMENT PLAN (NDP): No updates.			
54. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT: <u>Homes England</u> Nothing to report. <u>Joint Local Plan</u> (a) Updates can be found online at: https://www.southandvale.gov.uk/joint-local-plan-2041-examination/ 6 th May – the Councils responded to the questions in the Inspectors’ letter. 20 th May – the Inspectors had provided additional clarification on the relationship between Part 1 and Part 2 of the Hearings. 7 th July – the second stage of Hearing Sessions will commence at 9.30am at Abbey House.			
55. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK): (a) Work is still required on the Sandy Lane junction, and the County Council are yet to authorise the road closure. (b) It was agreed to contact Places for People to arrange a meeting in order to look at the Parish Council’s concerns on the site.			JM
56. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW): Nothing to report.			
CORRESPONDENCE: 57. <u>OALC Training</u> OALC had written with details of a Code of Conduct training event, designed to help town and parish councillors understand their legal responsibilities, promote high standards of behaviour, and build public trust. The cost of £70 ex VAT for Cllr. Russell and the Clerk to attend were approved; proposed Cllr. Waters, seconded Cllr. Ziemelis, agreed by all.			JR, JM
58. <u>Family Hub AGM</u> The Family Hub had invited the Parish Council to their AGM on the 2 nd June. Cllrs. Waters, Pritchard and Custance reported on their attendance.			PW,AP,TC
59. BERRICK ROAD APPEAL: (a) The appeal had been withdrawn by the applicant.			
60. BERRICK ROAD PLANNING APPLICATION: (a) It was reported that Planning Officers were to recommend approval of the application, and that the matter would be taken to the District Council Planning Committee. (b) It was agreed by all to ask Cllr. Charman to represent the Parish Council’s objectio at the meeting.			
61. PLANNING APPLICATIONS: (Parish Council decision only): (a) P26/S1497/HH 6 Chibnall Close Single storey front extension NO OBJECTION. Cllr. Pritchard registered an interest and took no part in the discussion or decision.			
62. REPORT FROM THE DISTRICT COUNCILLOR: No report received.			
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ACCOUNTS: 64. Four cheques had been signed outside of the main Parish Council meetings; 008239 - 008243			
65. ACCOUNTS SANCTIONED FOR PAYMENT:			
008239	N Kerridge – Crookston Shield	£100.00	
008242	SSE – gas supply	£1859.91	
008243	JJL Electrical – electric works	£4176.00	
008249	M Bullen - youth work & youth centre cleaning	£353.12	
008250	N Kerridge – youth work	£432.54	
008251	B Murphy – youth work	£128.16	
008252	A&W Grounds – grounds work	£990.00	
008253	A&W Grounds – grass cutting	£800.40	
008254	Shield Maintenance – dog waste removal	£218.40	
008255	Viking – office & cleaning supplies	£147.91	
008256	Churches Fire – alarm & lighting service	£435.88	
008257	SSE – gas supply	£23.74	
008258	Castle Water – Mill Lane Allotment water supply	£24.03	

008260	Positive Energy – gas supply	£260.65
008261	Friends of Benson Library – donation	£429.00

ANY OTHER BUSINESS:

66. Cllr. Dudley noted that the western ditch on Chalgrove Meadow required clearance.	
67. Cllr. Dudley requested copies of the Riparian Responsibilities letter, to give to new residents.	JM
68. Cllr. Russell reported lots of black cable ties being left on Janes Meadow after football matches. The Parish Council are to contact Cavaliers FC.	JM
69. Cllr. Russell noted the high number of football goals on all recreation grounds and queried how many are actually needed. The Parish Council are to contact Cavaliers FC.	JM
70. Cllr. Waters spoke of the upcoming Party in the Park event on the 27 th June.	
71. Cllr. Waters requested that the Parish Council purchase more A-Frames. A maximum spend of £300 ex VAT was approved; proposed Cllr. Waters, seconded Cllr. Winnard, agreed by all.	JM

The meeting closed at 8.01pm.

Signed: Chair