

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 9<sup>th</sup> January 2025**.

**Present:** Cllr. P. Waters, Chair                      Cllr. C. Nixey  
Cllr. J. Russell, Vice-Chair                      Cllr. A. Charman  
Cllr. D. Turner, also Dist. Cllr                      Cllr. J. Winnard  
Cllr. A. Pritchard

**Apologies Accepted:** Cllrs. Dudley & Ziemelis

**Not present:** n/a

**Members of the public:** None

286. The minutes of the meeting held 9<sup>th</sup> January 2025 were amended, approved, and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Winnard, agreed by all.

<p><b>PUBLIC SESSION:</b> None</p> <p><b>MATTERS ARISING:</b> 287. VANDALISM &amp; ASB: Nothing to report.</p> <p>288. PARKING ISSUES &amp; 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 were undertaken and it is believed that the batteries and device require fixing. (b) The full device had been taken off the pole and stored at the Parish Council Office. (c) ElanCity had been asked for advice regarding repair and had sent troubleshooting instructions, and a meeting is to be held with a local resident who has experience with such devices.</p> <p><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, but 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' and the Parish Council await a date.</p> <p><u>Parking &amp; Vehicle Complaints</u> (a) Following concerns from Meadow Brook and Chalgrove Meadows 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 awaits information on how to decipher the results.</p> <p><u>Speed Monitoring</u> (a) Further to our initial registration with the Community Speedwatch scheme, the Parish Council awaits further information from Thames Valley Police.</p> <p>289. BOTTLE BANK: (a) It has now been almost 2 years since the bottle bank was deemed unfit for use, and the District Council notified the Parish Council that they will 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.</p> <p>290. SALT SPREADING: (a) Following the County Council's confirmation that contractors require £10M third party liability insurance for salt spreading on the highway, the Parish Council agreed to seek quotations. (b) Despite no quotations having been received, it was agreed by all to continue seeking</p>	<p>CN, JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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quotations for next winter.	JM
<b>291. FLOOD ALLEVIATION:</b>	
(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.	
(b) A meeting had been scheduled with the River Thame Conservation Trust, on the 13 <sup>th</sup> February, to discuss flood management schemes. Representatives from Stadhampton, Cuxham, Watlington, and Lewknor Parish Councils had been invited to attend.	JR, JM
<b>292. HIGHWAYS ENGAGEMENT MEETING:</b>	
(a) The County Council Highways Engagement Team had offered a site meeting in order to understand the Parish Council's concerns. A meeting had been scheduled for the 29 <sup>th</sup> January. Unfortunately the meeting had been cancelled as the Highways Team were busy dealing with flood issues.	
(b) An alternative date, 27 <sup>th</sup> February, had been offered but due to the Parish Council's unavailability a further date is to be sought.	
<b>293. TREES:</b>	
<u>Cherry Trees</u>	
(a) The Chalgrove Volunteer Group had previously requested that the Parish Council plant 12 cherry trees within the village in honour of the serviceman who died in the war.	
(b) The Parish Council agreed in principle to place the trees adjacent to the Restricted Byway on the Recreation Ground as soon as there was a decision on the Extinguishment Order.	
<u>Oak Trees</u>	
(a) The Chalgrove Volunteer Group had previously requested that the Parish Council plant 2 oak trees to mark the 80 <sup>th</sup> anniversary of Victory in Europe Day and Victory over Japan Day.	
(b) The cost of two trees along with the required stakes, mats, compost and bark, at a cost of £646.90 inclusive of VAT was approved; proposed Cllr. Pritchard, seconded Cllr. Winnard, agreed by all.	JM
(c) The Chalgrove Volunteer Group are to be approached to assist with the planting.	JM
(d) One tree is to be placed on the 'triangle' at the bottom of Monument Road, and the other is to be planted on the Top Rec or Janes Meadow.	JM
<u>Jubilee Walk Trees</u>	
(a) An assessment of all trees on the Jubilee Walk is required.	JM
<b>294. CAVALIERS FC:</b>	
(a) The Parish Council have been notified that the Cavaliers Chairman, Paul Connelly, has stepped down with immediate effect.	
(b) A meeting is to be held with the Cavaliers FC Committee to discuss how to move forward with the pitches project and the proposed container.	JM
<b>295. VILLAGE ARCHIVES:</b>	
(a) Following previous discussions regarding finding an alternative archive room for the Chalgrove History Group, the Committee's secretary had informed the Parish Council that the 'Parish Office' within the Ken Batley Centre would not be suitable due to the hatch opening.	
(b) It is now proposed that the History Group continue to use the original archive room accessed via the Parish Office, and all Parish Council items be stored in the Ken Batley Centre.	
(c) Work would need to be undertaken within the original archive room in order for it to be kept at the correct temperature.	
(d) The room is to be cleared and then a meeting is to take place with the History Group to determine what is required.	
<b>296. MEETING ROOM PROJECTOR:</b>	
(a) Following the proposal to install a projector within the James Martin Room, an on-site appointment had been made with a contractor to find the best solution for the room.	
<b>297. MATTERS UNRESOLVED:</b> British Legion Bench, 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.	
<b>298. COUNCILLOR VACANCIES:</b>	
(a) The Parish Council has two vacancies.	



(b) The Parish Council await a work start date, and the contractor is to be chased.	JM
<b>302. ALLOTMENT COMMITTEE:</b>	
<u>Mill Lane Fencing</u>	
(a) The Parish Council had previously approved costs to install a new fence between the allotment site and the adjacent field for the purpose of keeping the ponies from entering the site.	
(b) Work on the fence will start on the 1 <sup>st</sup> April.	JW, JM
<b>303. FINANCE COMMITTEE:</b>	
(a) The precept request for £146,789 had been submitted to the District Council.	
(b) The District Council's precept team had advised that, as the precept is greater than £140,000, the Parish Council must now publish a breakdown of expenditure and income on the website.	JM
Work on this is ongoing.	
<b>304. PROJECTS/WORK TO BE COMPLETED:</b>	
<u>Parish Office</u>	
(a) Shredding is required.	JM
<u>Sports Pavilion Internal Painting</u>	
(a) The Parish Council are in discussion with the Cavaliers FC to look at their fixtures in order to find a suitable time to undertake the painting.	JM
<u>Project ViKTor – Phase 2</u>	
(a) Work will commence on the 3 <sup>rd</sup> March 2025.	
(b) The Village Hall will be closed to all hirers.	
(c) Quotations had been received for the carpet within the James Martin Room and a cost of £655 ex VAT was approved; within the original approved budget.	
<u>Dog Bin &amp; 'No Dogs Allowed' Signage</u>	
(a) The new dog bin had arrived and awaits installation by the Groundsman.	JM
(b) The 'no dogs allowed' signs had arrived and await installation by the Caretaker.	JM
(c) An assessment of all dog bins is to be made.	JM
<b>305. CHALGROVE NDP:</b>	
(a) Several changes are to be made to the Design Code, following the public consultation.	
(b) Following an approved Locality application, AECOM are to implement the required changes.	
(c) AECOM had provided the draft document which had been reviewed by the NDP Committee.	
Further changes were requested and the Parish Council await the final document.	
<b>306. SODC LOCAL PLAN &amp; PROPOSED AIRFIELD DEVELOPMENT:</b>	
Nothing to report.	
<b>307. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK):</b>	
Nothing to report.	
<b>308. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW):</b>	
Nothing to report.	
<b>CORRESPONDENCE:</b>	
309. <u>The Chalgrove May Day Committee</u> wrote to request a donation towards their 2025 May Day Festival. A donation of £300 was approved; proposed Cllr. Waters, seconded Cllr. Turner, agreed by all.	
310. <u>LitterLotto</u> wrote regarding their scheme to encourage locals to dispose of litter responsibly using interactive smart-posters on bins. The Parish Council approved the cost of 10 posters at a cost of £69 ex VAT to be placed around the Recreation Grounds during the spring and summer months; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all.	
311. <u>RAF Benson</u> wrote to invite the Parish Council to their annual formal reception on the 22 <sup>nd</sup> May. Cllr. Waters is to attend.	
312. <u>The Parliamentary Advisor to the charity Electrical Safety First</u> wrote to ask the Parish Council to support their campaign to ensure the safety of Lithium-ion batteries. The Parish Council agreed to support the campaign.	
<b>313. PLANNING APPLICATIONS: (Parish Council decision only):</b>	
(Cllr. Turner took no part in the discussion or decision of any planning applications shown below)	
(a) P25/S0085/HH      30 Brookside      Partial demolition of existing porch and construction of single storey side/rear extension	
	NO OBJECTION

**314. REPORT FROM THE DISTRICT COUNCILLOR:**

(a) Cllr. Turner reported on Local Government re-organisation, grants for performing arts, garden waste changes, GLL Sports Foundation, and Cornerstone events.

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

No report had been received.

**ACCOUNTS:**

316. Five cheques had been signed outside of the main Parish Council meetings; 007919 - 007924

**317. ACCOUNTS SANCTIONED FOR PAYMENT:**

007919	First Steps Family Hub – donation	£6500.00
007920	Oxfordshire MIND – donation	£140.00
007921	Howe Trust – donation	£50.00
007922	Cancelled cheque	
007923	Ava Recreation Ltd – repairs & fencing	£13,301.62
007924	Chris Lewis Ltd – CCTV maintenance	£275.88
007930	Countryside Estate Services – groundsman	£1309.94
007935	1 <sup>st</sup> Chalgrove Scouts – donation	£625.00
007936	Shield Maintenance Ltd – dog waste removal	£185.64
007937	OALC – audit training fee	£60.00
007938	Viking – office & cleaning supplies	£446.48
007939	SSE – gas supply	£1317.26
007940	Churches Fire – fire safety works	£1135.48

**ANY OTHER BUSINESS:**

318. Cllr. Pritchard spoke of the need for an additional trustee for the Chalgrove In Need Charity.

319. Cllr. Nixey noted that the solar panel on the Berrick Road speed indication device may need cleaning.

320. Cllr. Turner asked whether it would be possible to install boot scrapers for those leaving the muddy Recreation Ground and entering the car park. The Parish Council noted that they would be more beneficial at the MUGA to stop mud being transferred into the facility. Quotations are to be sought.

321. Cllr. Turner reported that a resident could not get round/under the Hardings alleyway barriers in a wheelchair. The Parish Council are to check whether the barriers are still within Highways recommended guidelines.

322. Cllr. Russell requested that the Parish Council hold a community event to commemorate VE and VJ day. Further discussions are to take place at the next meeting.

323. Cllr. Waters spoke of the upcoming Party in the Park event on the 19<sup>th</sup> July.

JM

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The meeting closed at 8.29pm

Signed: ..... Chair