

## Minutes of the Meeting of East Challow Parish Council, Wednesday 13<sup>th</sup> July 2016 at 8pm at the Village Hall

Present: Cllr Vanessa Bosley, Cllr Frances Webb, Cllr Iris Game, Cllr Sue Terry

Clerk/Finance Officer: Julia Evans

County and District Councillor: Cllr Yvonne Constance

PCSO:

Members of the Public: Phil Knight (Planning Committee)

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| 251/16 | <b>APOLOGIES FOR ABSENCE:</b><br>Apologies received from PCSO Pack and Cllr Gill.  |        |
| 252/16 | <b>MINUTES OF MEETINGS HELD 15<sup>th</sup> JUNE 2016</b><br>Cllr Webb proposed approval of the minutes of the monthly Parish Council Meeting held on 15 <sup>th</sup> June 2016. Cllr Terry seconded. RESOLVED.   |        |
| 253/16 | <b>DECLARATIONS OF INTEREST:</b><br>None.  |        |
| 254/16 | <b>PUBLIC DISCUSSION TIME:</b><br>Nothing to report.   |        |
| 255/16 | <b>COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS:</b><br>Cllr Constance reported the following from the District Council: There has been no further progress on the formal adoption of the local plan. The council has accepted the modifications. Cllr Constance is questioning why the Inspector has said that there is a 7.2 year Housing Land Supply and yet the Vale insists that there is not a 5 year housing land supply. She feels that 'the lack of a 5 year housing land supply' should now cease to carry weight in planning matters. Cllr Constance urged that the objections to the latest Windmill Hill proposal should be built around traffic, sewerage and surface water drainage, although the latter is a West Challow issue. She feels that even with these objections, it may not be sufficient to get the application refused. Cllr Constance outlined the changes to the scheme of delegation which will affect the way that planning applications are handled. Case officers will attempt to negotiate with Parish Councils who have objections with the aim of reducing the number of cases that go to the planning committee.<br>Cllr Constance reported the following from the County Council: The new 67 bus service has been launched. The proposed dial-up service will not be suitable for East Challow because it comes from Abingdon. It might be possible for East Challow to join the UBW minibus scheme, but she feels that the 6 seater taxi might be the best option. Mr Knight agreed to ask about the Stanford mini-bus.<br>There has been no response to Cllr Constance's letter of village reclassification. She agreed to write again.<br>Paul Yowodd has put in for an HGV ban on Letcombe Hill as part of the Windmill Hill planning application.<br>Cllr Constance was thanked for attending. | YC     |
| 256/16 | <b>POLICING REPORT:</b><br>A generic report for the wider area had previously been circulated to councillors.  |        |
|        | <b>MATTERS ARISING</b>   |        |
| 257/16 | <b>DRAINAGE ACCESS FOR THE CHURCH ACROSS THE VILLAGE HALL CAR PARK</b><br>At the June meeting Mr Hudson presented proposals to access the drainage system via a manhole in the Village Hall Car Park for a new drainage system for the church. Cllr Bosley suggested that Mr Hudson repeat his presentation to the Village Hall Committee at their meeting the following week. Cllr Bosley reported that this was done.  | CLOSED |

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| 258/16 | <b>SIGNS FOR THE ROYAL BRITISH LEGION</b><br>No progress to report. It was agreed to close this matter.   | CLOSED                        |
| 259/16 | <b>ASSET REGISTER</b><br>The Clerk has previously circulated a printed copy of register. This has been reviewed and needs to be updated. Carried forward.   | C/F: Clerk                    |
| 260/16 | <b>GRANTS POLICY</b><br>Clerk to create a draft for consideration by the council. Carried forward.  | C/F: Clerk                    |
| 261/16 | <b>STREET LIGHTING</b><br>No problems to report. Cllr Terry produced a list to be passed on the Cllr Gill.  | ST/PG                         |
| 262/16 | <b>ROAD DRAINS</b><br>Cllr Bosley reported that the drains in Letcombe Hill and Sarajac Avenue are still blocked. Clerk to report again.  | Clerk                         |
| 263/16 | <b>DEFIBRILLATOR PROJECT</b><br>The Clerk reported that the defibrillator cabinet had been received. Awaiting delivery of the defibrillator unit and listed building consent. The clerk is obtaining a quote for the installation of the equipment.   | Clerk                         |
| 264/16 | <b>PARISH COUNCIL WEBSITE</b><br>The clerk reported that there was a problem with the disc Mary Mann had provided containing information for the website. Cllr Bosley reported that this is being investigated. Population of the site is ongoing.  | Clerk                         |
| 265/16 | <b>VILLAGE HALL MANAGEMENT COMMITTEE</b><br>Cllr Bosley reported that the AGM was held on 22 <sup>nd</sup> June. Three new people have come forward to join the Management Committee. Cllr Bosley felt that a letter to the various village organisations is still required and agreed to draft this in conjunction with Suzanna Swift and Denise Knight.<br>Cllr Bosley suggested that a letter of thanks be sent to Mr and Mrs McGill for their work on the Village Hall Management Committee.                                | C/F: VAB<br>C/F: Clerk        |
| 266/16 | <b>S106 FUNDS</b><br><b>S106 Funds from Stockham Park development</b> – It was reported that a quote has been received for the plumbing work. A quote is required for the electrical work but the person recommended by the plumber has not returned calls. Cllr Game to provide details on another electrician.<br><b>S106 application for funds from the Challow Park Development</b> – An updated projects list has now been sent to the Vale. A quote of just over £15,000 has been received for the semi-artificial pitch. | Clerk/IG                      |
| 267/16 | <b>REVIEW OF EMERGENCY PLAN</b><br>Clerk had previously emailed the amended document with paper copies to Cllr Bosley and Cllr Webb. To be reviewed and updated. This matter was carried forward.<br>It was reported that Mr Miller had provided some information on funding that might be available to upgrade the village hall as an emergency reception centre. Clerk to follow this up.   | C/F: All Councillors<br>Clerk |
| 268/16 | <b>CONTRACTS OF EMPLOYMENT FOR ALL ECPC STAFF</b><br>Contracts of employment need to be produced for all staff: the clerk, the litter picker and the village handyman. Cllr Bosley has sent original litter picker contract to the clerk. Cllrs Bosley and Webb to work on a contract for the Odd Job Man.  | C/F: Clerk/VAB/FW             |
| 269/16 | <b>REVIEWS CARRIED FORWARD FROM ANNUAL PARISH COUNCIL MEETING</b><br><b>Review of Bank Account Signatories:</b> Cllr Gill agreed to be a signatory on the bank account. Clerk to obtain a mandate change form.  | C/F: Clerk                    |
| 270/16 | <b>HEAVY TRAFFIC ON LETCOMBE HILL</b><br>At a previous meeting it was reported that the Clerk had written to OCC School Transport department asking that the buses be re-routed. Cllr Constance has also written. There has been no improvement. It was agreed to continue to monitor the   |                               |

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|        | situation. There has been no change since the last meeting.  |  |
|        | <b>AGENDA ITEMS</b>  |  |
| 271/16 | <p><b>PLANNING MATTERS:</b></p> <p>Cllr Terry asked if Mr Knight should be present when the Windmill Place planning application was being discussed. At this point Mr knight left the meeting.</p> <p>Cllr Terry reminded councillors that she had previously asked for a CV for Mr Knight explaining that she felt it protected the Parish Council and Mr Knight from criticism regarding his role on the planning committee. Cllr Bosley stated that this had already been done and had been available to view at the June Parish Council meeting</p> <p>Cllr Terry raised concerns that Mr Knight had not issued a declaration of interest with regard to the Windmill Place planning application. The Clerk confirmed that a declaration of interest should have been reported. It was pointed out by councillors that he had never been requested to declare his interests at previous meetings. Following discussion the council agreed that Mr Knight would not be involved in developing a response to the Windmill Place planning application.</p> <p><b>P16/V1626/PAR – Conversion of agricultural barn to dwelling at land off Canal Way.</b> Although the case officer is unable to accept comments on this type of application a letter outlining the concerns of the Parish Council has been sent. Cllr Constance has also written with objections on this application.</p> <p><b>P15/V2397/FUL</b> -The Barn, Park Fam. Erection of two new detached dwellings. This application went to Vale Planning Committee on 6<sup>th</sup> July and permission was granted.</p> <p><b>P16/V1552/LB – Conversion of telephone kiosk on Village Green to house a defibrillator.</b> As this is the Parish Council’s application no response will be issued.</p> <p><b>P14/V0298/FUL-ECH – Proposal for 50 dwellings at land behind Windmill Place (amended plans).</b> The Parish Council continues to object to this application. Cllrs Bosley, Webb and Game to develop a response to the latest amendment.</p> <p><b>P16/V1714/O – Outline application for up to 38 dwellings, including 13 affordable, at land at Challow Park (including former Council Yard).</b> The meeting agreed to respond with No Objection but to request the following conditions: 1. That the affordable housing be moved to the back of the site, 2. That the affordable housing be made available to people with a connection to East Challow for the first three months of availability, 3. That a bus stop on the A417 is included close to the site, 4. That a crossing on the A417 is included if it is not already shown on the plans.</p> <p><b>P16/V1721/FUL – Redevelopment of Grove Business Park.</b> Clerk to ask for an extension to beyond the August meeting. Cllr Constance suggested that the Parish Council should request S106 funding toward the Western Relief Road.</p> <p><b>Tree Preservation order for 7 trees at The Old Vicarage.</b> The meeting agreed to express support for this.</p> <p><b>Email to Oxfordshire Parishes about Windmill Place:</b> Cllr Bosley to ask the Windmill Place group to send this.</p> <p><b>Village Reclassification:</b> This matter was discussed in minute 255/16 above.</p> <p><b>Parish Council meeting with developers:</b> Cllrs Game and Webb updated Cllrs Bosley and Terry on the meeting held with Greenlight Development on this application. that Dandara will be responding to the call for sites for Local Plan part 2.</p> | <p>VAB/FW/IG</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>VAB</p> |
| 272/16 | <p><b>ACCOUNTS</b></p> <p><b>Q1 Finance Report:</b> The Q1 accounts have been passed to the Finance Committee for review. They will report back at the next meeting.</p> <p>The Clerk was pleased to report that at the end of Q1 the council was under budget by £1650.</p> <p><b>Approval of July Payments:</b></p> <p>The full list of payments is attached to these minutes.</p> <p>The Accounts for Payment for July 2016 total £2577.94</p>  | FW/IG  |

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|        | <p>Cllr Game proposed approving the payments. Cllr Webb seconded. RESOLVED.</p> <p><b>Request for Donation from Challow News:</b> Cllr Bosley proposed a donation of £250, which was an increase of £50 on last year. Cllr Webb seconded. RESOLVED.</p>   |  |
| 273/16 | <p><b>NEIGHBOURHOOD PLAN</b></p> <p>A meeting has been arranged with members of the Uffington Neighbourhood Plan team on 15<sup>th</sup> July to discuss how to get the project started. Cllr Constance urged East Challow Parish Council to start the process.</p>   |  |
| 274/16 | <p><b>CHANGES TO LOCAL BUS SERVICE</b></p> <p>A meeting was held on 7<sup>th</sup> July which had a very good attendance from the village. Cllr Constance put forward several ideas to help people who will be stranded by the loss of the village bus service. The OCC dial-a-ride scheme will not work for East Challow, but other options include the Uffington (UBW) minibus, the 6 seater taxi service and the possibility of moving the bus stop. The Parish Council will contact those who came to the meeting to update them.</p>   |  |
| 275/16 | <p><b>ANNUAL REVIEWS</b></p> <p><b>Annual Asset Inspection:</b> This matter has been carried forward to a future meeting.</p> <p><b>Review of Contracts and Leases:</b> It was agreed to carry this forward to a future meeting.</p> <p><b>Review of Burial Fees:</b> At the May meeting it was agreed to research burial fees in surrounding parishes prior to making a decision. Clerk to investigate.</p>  | <p>C/F: Clerk</p> <p>C/F: Clerk</p>  |
| 276/16 | <p><b>RECREATION AREA</b></p> <p><b>Play Area:</b> Mr Terry reported that there is no disclaimer notice stating that people used play area at their Play Area at own risk. Other than this all is in good order with the exception of the wooden edges that will shortly need attention. It was agreed to discuss the disclaimer notices at the September meeting.</p> <p><b>Football Pitch:</b> There is a large dip in the sand at the goal mouth nearest to the pavilion which has now been filled with soil and turf. It was reported that groups of people had been playing on the pitch even though it had been cordoned off. These groups had been removing the temporary fencing to use the pitch. It was agreed to put a notice on the website and in Challow News and also to report it to PCSO Pack as an act of vandalism.</p> <p>Clerk to look at grants from Sport England and possibly write to Oxford United to see if funding can be found to resurface the pitch. See minute 140/16.</p> <p><b>Tennis Court:</b> It was reported that the posts are to be refurbished. Cllr Terry to obtain a quote for this. The clerk reported that she has received a quote from Barry Fisher, a plumber, for the work to the toilet. Two additional quotes will be required. Cllrs Webb and Terry to look into sweeping the court.</p> <p><b>Allotments:</b> At a previous meeting Cllr Terry reported that 6 more allotments are to be made available. Mr Wise has revised his quote for weedkilling the area. Cllr Bosley proposed accepting the quote. Cllr Game seconded. RESOLVED. Clerk to inform Mr Wise.</p> <p><b>Car Park adjacent to school:</b> At the May meeting Cllr Bosley agreed to discuss repair of the car park surface with Mr Terry. Mr Terry will look into the costs for a proposed solution. It was suggested at that meeting that signs should be erected warning people that they use the car park at their own risk. Cllrs Bosley and Webb to work on details for the signs. It was reported that a fire had been set in the car park. PCSO Pack, the School staff and members of the Parish Council had to go and put it out.</p> <p><b>Pavilion:</b> At a previous meeting it was agreed that a working party will be set up to clean out the pavilion at the end of the football season.</p> | <p>Clerk</p> <p>C/F: Clerk</p> <p>ST/FW/Clerk</p> <p>Clerk</p> <p>C/F: Mr Terry</p> <p>C/F: VAB/FW</p> <p>C/F VAB/FW</p> |
| 277/16 | <p><b>GROUND MAINTENANCE</b></p> <p><b>Tree Inspections:</b> Cllr Bosley reported that this should be completed as part of the annual inspection of assets. Due to circumstances beyond our control this cannot be completed at the moment.</p>   | <p>C/F</p>   |

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|        | <p><b>Top Cemetery:</b> At the February meeting Cllr Bosley reported that an inappropriate sized floral memorial had been placed on a grave. Clerk has spoken to the funeral directors and they have agreed to contact the family. The memorial has still not been removed.</p> <p>Mr Cook, of Gardentime, has been instructed to go ahead with the development of new ashes plots. He has said that he is likely to start work around October time. It was noted that the bin had not been emptied again. Situation to be monitored. A quote is required for the removal of an elder bush from the hedge near Mrs Elsie Morgan's plot. Clerk to contact Mr Wise.</p> <p><b>New Cemetery:</b> Mr Craddock has cut back the beech hedge to the right of the gate. Clerk has reminded Mr Craddock to send his invoice. He still has an ivy clad cherry tree to cut down in the top cemetery. The invoice is still outstanding, as is the cherry tree.</p> <p><b>Weed Control:</b> Clerk has written to Mr Wise about weed clearance at the side of the Meadow/Cornhill Lane, asking what chemicals he proposes to use. A quote of £150 has been received. Cllr Webb and Game to look at this.</p> <p><b>Oxfordshire Together</b><br/>It was reported that the signed contract has been received back from OCC, but the funds have yet to be received.</p> | <p>Clerk</p> <p>C/F: Clerk</p> <p>FW/IG</p> |
| 278/16 | <p><b>ENVIRONMENTAL MATTERS</b></p> <p><b>New Litter Bin:</b> It was reported that the plinth for the bin had been installed. Clerk to ask Mr Wise for an update.</p>   | Clerk                                       |
| 279/16 | <p><b>FOOTPATHS AND PAVEMENTS</b></p> <p><b>DMMO Request:</b> At the June meeting Mr Judson from GLASS suggested that a Voluntary Restraint Scheme could be put in place to encourage people to use the lane in a downhill direction only, thereby reducing damage to the surface along with a request not to use the lane during the winter months. Mr Judson agreed to discuss this idea with Arthur McEwan-James at OCC, the Green Lane Association and the Trail Riders Federation. Clerk to chase for an update for the September meeting.</p> <p><b>Other Footpaths:</b> Community Payback have completed the work on the Park Footpath. Cllr Bosley reported that they have done a good job and she agreed to ring and thank them. Cllr Bosley reported that they will now start on Childrey Lane. There is an issue with removing waste. Cllr Game to look into the price of skip hire.</p>   | <p>Mr Judson/Clerk</p> <p>VAB/IG</p>        |
| 280/16 | <p><b>RECRUITMENT OF NEW COUNCILLORS</b></p> <p>Although there had been two people interested in joining the Parish Council they have not accepted the invitation to attend a meeting. Notice to be put in Challow News again.</p>  | Clerk                                       |
| 281/16 | <p><b>QUEEN'S BIRTHDAY CELEBRATIONS</b></p> <p>It was reported that the day went very well. There is to be a meeting to finalise the finances and sign off the project.</p>   |   |
| 282/16 | <p><b>CLERK'S CORRESPONDENCE</b></p> <p><b>LCR Subscription:</b> Cllr Bosley proposed renewing the subscription. Cllr Webb seconded. RESOLVED.</p>  |   |
| 283/16 | <p><b>ITEMS FOR CHALLOW NEWS</b></p> <p>Items to be included in the next Challow News article:</p> <ol style="list-style-type: none"> <li>1. Notice urging people to report issues with Cornhill Lane</li> <li>2. Vacancy on Parish Council</li> <li>3. Neighbourhood Plan</li> <li>4. Defibrillator Project</li> <li>5. Community payback working on Childrey Lane</li> <li>6. Bus Service information</li> <li>7. Football Pitch repair</li> </ol>  | Clerk                                       |
| 284/16 | <p><b>ANY OTHER BUSINESS</b></p> <p>None</p>  |   |

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| 2850/16 | <b>DATE OF NEXT MEETING:</b><br>The next meeting will be Wednesday 10 <sup>th</sup> August 2016 at 7.30pm. |  |
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The meeting closed at 11.13pm