

Minutes of the Meeting of East Challow Parish Council, Wednesday 11th May 2016 at 8pm at the Village Hall

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

Clerk/Finance Officer: Julia Evans

County and District Councillor:

PCSO:

Members of the Public: Phil Knight (Planning Committee)

		Action
171/16	APOLOGIES FOR ABSENCE: Apologies received from Cllr Constance and PCSO Pack.	
172/16	MINUTES OF MEETING HELD 12th APRIL 2016 Cllr Terry proposed approval of the minutes of the monthly Parish Council Meeting held on 12 th April 2016. Cllr Game seconded. RESOLVED.	
173/16	DECLARATIONS OF INTEREST: None	
174/16	PUBLIC DISCUSSION TIME: Nothing to report.	
175/16	COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS: Cllr Constance had sent a report by email which had been previously circulated to all councillors.	
176/16	POLICING REPORT: This was not available.	
	MATTERS ARISING	
177/16	SIGNS FOR THE ROYAL BRITISH LEGION It was reported that the sign has now been designed and costed.	
178/16	ASSET REGISTER The Clerk has previously circulated a printed copy of register. This has been reviewed and needs to be updated.	Clerk
179/16	GRANTS POLICY Clerk to create a draft for consideration by the council. Carried forward.	C/F: Clerk
180/16	STREET LIGHTING No problems have been reported.	
181/16	THE VILLAGE GREEN At a previous meeting it was reported that SSE have damaged the village green during the installation of the electricity for the new traffic lights. The damaged area needs to be re-seeded or turfed as it is a mass of weeds. SSE were due to send someone out to have a look on Friday 12 th February but nothing has been done. To be discussed again in June. At a previous meeting Cllr Bosley reported that shrubs on the village green needed to be pruned. Mr Wise will do this in due course. Refer to minute reference 120/16.	C/F
182/16	NEW COUNCILLOR PACKS The meeting agreed that as this information is due to be loaded on to the website the packs were no longer required.	CLOSED
183/16	VILLAGE CAR PARK The scrub area has now been cleared. Awaiting an invoice from Mr Craddock.	CLOSED
184/16	VEHICLES ON CHILDREY BRIDLEWAY At the December meeting it was reported that a vehicle was driving along the Childrey Bridleway every morning taking children to school. The Clerk has written to PCSO Pack, the OCC Countryside officer and West Challow Parish Council. This is still a problem; the vehicle has been seen between 7.30 and 8am. It needs to be	Clerk

	reported to PCSO Pack.	
185/16	ROAD DRAINS Cllr Bosley reported that the drain in the middle of the road near the Goodlake Arms was still a problem. Photos to be sent to the clerk who will pass them on to OCC. It was reported that a Thames Water cover on the footpath outside 7 Hedge Hill Road is broken and is a trip hazard. Clerk to report to Thames Water.	VAB/Clerk
186/16	DEFIBRILLATOR PROJECT Clerk to order the defibrillator, as agreed at the April meeting, and apply for listed building consent to install the defibrillator in the kiosk. Cllr and Mr Terry both attended a training course at the Cricket Club on the use of a defibrillator. Cllr Terry reported that it was very useful and thanked the cricket club for inviting the Parish Council.	Clerk
187/16	PARISH COUNCIL WEBSITE The photographs provided by David Ilott have been loaded on to the website. Cllr Game agreed to ask David Ilott for some text to accompany his photos. Mary Mann has provided some information about the village hall which the clerk will upload. Cllr Game presented some information from the WI. Population of the site is ongoing.	IG/Clerk
188/16	DATE FOR ANNUAL PARISH MEETING The list of people to be invited to the Annual Parish Meeting was agreed. Clerk to arrange the invitations.	Clerk
189/16	VILLAGE HALL MANAGEMENT COMMITTEE Cllr Bosley reported that two new volunteers have come forward. 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. Cllr Bosley reported that someone had expressed an interest in taking on the Chair of the Village Hall Management Committee.	C/F: VAB
190/16	ANNUAL EMERGENCY SURVERY Cllr Bosley reported that the form had been reviewed and the clerk had submitted it to OCC.	
191/16	VILLAGE HANDYMAN The clerk reported that a timesheet template had been sent to Mr Terry as agreed at the April meeting.	CLOSED
192/16	COMMUNITY SPEEDWATCH The Clerk has contacted East Hanney to ask whether East Challow can join forces with them in the use of their speedwatch equipment. They had agreed to pass the request on to the speedwatch team. Awaiting a response.	
	AGENDA ITEMS	
193/16	PLANNING MATTERS: P16/V0492/O – Outline application for one new dwelling at The Old Vicerage, Letcombe Hill. The Parish Council objected to this application. Awaiting a response from the Vale. P15/V2397/FUL -The Barn, Park Fam. Erection of two new detached dwellings. Mr Knight reported that a decision on this application had been deferred until the autumn. P16/V0652/O – Outline application for up to 88 new dwellings on land at Park Farm. Mr Knight reported on behalf of the Planning sub-committee. The issues with this application are: sustainability, education provision, traffic impact and sewerage. He noted that OCC Highways have objected to the application. He also noted that Thames Water will not allow connection to the sewerage system until a full impact study has been completed. The Planning sub-committee recommended objecting to the application. The meeting voted unanimously to accept the planning sub-committees recommendation and object to the application. Mr Knight agreed to prepare documents for submission to the Vale.	PK

	<p>P14/V0298/FUL-ECH – Proposal for 50 dwellings at land behind Windmill Place (amended plans). The Parish Council has objected. Awaiting a decision by the Vale.</p> <p>Planning Committee Report: Mr Knight reported that the issues arising from the Vale Planning Committee meeting held on 15th February were still outstanding. He has been in contact with Julie Maberley and will now write another letter to the Vale.</p> <p>Five Year Housing Land Supply: Mr Knight reported that he was still monitoring the situation.</p> <p>Parish Council Response to Dandara: The meeting agreed that the Parish Council would like to meet with Dandara again. The Parish Council would also like to talk to the Vale Neighbourhood Plan officer to discuss the possibility of starting a Neighbourhood Plan. Clerk to arrange both meetings.</p>	<p>PK</p> <p>Clerk</p>
194/16	<p>ACCOUNTS</p> <p>Approval of May Payments: The full list of payments is attached to these minutes. The Accounts for Payment for May 2016 total £1525.63 Cllr Game proposed approving the payments. Cllr Webb seconded. RESOLVED.</p> <p>Approval of Payment for Planning Consultant An invoice totalling £400 was presented for work on planning applications from December 2015 to February 2015. Cllr Game proposed approving the payment. Cllr Webb seconded. RESOLVED. Clerk to raise a cheque for signature at the June meeting.</p> <p>Proposal for Purchase of Parish Council Laptop The need for a Parish Council laptop was discussed. It was agreed to discuss again at the June meeting.</p>	Clerk
195/16	<p>S106 FUNDS</p> <p>S106 Funds from Stockham Park development – It was reported that S106 funding had been received to update the Tennis nets and the toilet facilities. Clerk and Cllr Terry are currently obtaining quotes.</p> <p>S106 application for funds from the Challow Park Development – An updated projects list has now been sent to the Vale. A firm quote for the semi-artificial pitch is required. This is in progress.</p>	<p>Clerk/ST</p> <p>Ongoing/Clerk</p>
196/16	<p>CONTRACTS OF EMPLOYMENT FOR ALL EHPC STAFF</p> <p>Contracts of employment need to be produced for all staff: the clerk, the litter picker and the village handyman. Cllr Bosley to send original litter picker contract to the clerk. Cllrs Bosley and Webb to work on a contract for the Odd Job Man.</p>	Clerk/VAB/FW
197/16	<p>APPROVAL OF MEMORIALS</p> <p>The meeting approved the proposed memorial for Elizabeth Alice Honey. The meeting approved the proposed memorial for Basil John Hunt.</p>	
198/16	<p>RECREATION AREA</p> <p>Play Area: Mr Wise has been asked to replace the rotten wood edging next to the swings. This has not yet been done but Mr Wise is aware of it. However, as it is becoming a trip hazard it was agreed to ask Mr Terry if he could do this. Clerk to write to Mr Wise.</p> <p>At a previous meeting Mr Miller noted that the dog fouling signs need to be replaced and he agreed to do this. The Clerk reported that Mr Miller had this in hand. This has now been done.</p> <p>Cllr Webb reported that dogs had been seen in the play area. The owner was challenged and the dog was taken out.</p> <p>Football Pitch: At the February meeting the Clerk reported that Mr Brewer (Sunday morning rugby practise) had asked if there was any work his group could do in the recreation ground. Cllr Bosley suggested that they could cut back the overgrowth on the east side of the pitch near the emergency gate. Clerk has tried to get in touch but has been unable to get an answer. It was agreed that the use of the pitch should</p>	<p>C/F DW</p> <p>CLOSED</p> <p>CLOSED</p>

	<p>be monitored.</p> <p>There is a large dip in the sand at the goal mouth nearest to the pavilion which needs to be filled in. It was agreed that Mr Terry should look into this. The meeting agreed that a second pitch was required in order that the existing pitch could be repaired. It was suggested that it might be a good idea to move the goalposts if possible to create a second pitch while the current pitch was being repaired. Mr Terry to look into this.</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>A booking system is required for the summer months to avoid conflicts on the pitch in the future. The meeting agreed to close this item until the pitch was in a playable condition again.</p> <p>Tennis Court: It was reported that the posts are to be refurbished. New nets had been decided upon. Mr Terry to confirm that the nets selected will fit. Cllr Game proposed purchasing the new nets. Cllr Webb seconded. RESOLVED. Clerk to buy the nets. The toilets are to be refurbished, including the electrics. Cllr Terry to ask Barry Fisher to provide a quote.</p> <p>Allotments: Cllr Terry reported that 6 more allotments are to be made available. However, the cowslips will need to be relocated to the meadow before work can start. Cllrs Webb and Terry to organise a working party to move the plants. Dick Wise to be asked to spray the new area once the cowslips have been removed. Cllr Terry reported that the allotment holders are working on cleaning the footpath adjacent to the play area.</p>	<p>ST</p> <p>ST</p> <p>Clerk</p> <p>CLOSED</p> <p>ST</p> <p>ST</p> <p>ST/FW</p>
199/16	<p>PAVILION:</p> <p>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>At a previous meeting it was reported that some concrete was missing on the manhole cover behind the pavilion, between the pavilion and the play area and the manhole by the septic tank. This work has now been completed.</p>	<p>C/F VAB/FW</p> <p>CLOSED</p>
200/16	<p>RECREATION GROUND CAR PARK:</p> <p>It was reported at the February meeting that Mr Wise had recommended installing some reflectors on the recently installed posts in the recreation ground car park as they are difficult to see in the dark. Mr Terry has now installed them.</p> <p>At the March meeting it was reported that the car park surface had been damaged. It was suggested that hard core should be used, however councillors felt this was not a satisfactory solution. In view of his involvement with the recent surfacing of the village hall overflow car park Mr Knight was asked to have a look and suggest what action should be taken. Mr Knight has produced a specification. Cllr Bosley to discuss with Mr Terry. It was suggested 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.</p>	<p>CLOSED</p> <p>VAB</p> <p>VAB/FW</p>
201/16	<p>HEAVY TRAFFIC ON LETCOMBE HILL</p> <p>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 situation.</p>	
202/16	<p>REVIEW OF EMERGENCY PLAN</p> <p>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.</p>	<p>C/F: All Councillors</p>
203/16	<p>GROUNDS MAINTENANCE</p> <p>Tree Inspections: 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>

	<p>Top Cemetery: At the February meeting it was reported that as a result of a recent burial a headstone had been taken down and left on an adjacent grave. Mr Wise has now moved the headstone. Clerk has spoken to the Funeral Directors asking for it to be properly reinstated. The Funeral Directors reported that a new headstone is to be erected shortly, so the old one should be removed.</p> <p>At the February meeting Cllr Bosley reported that an inappropriate floral memorial had been placed on a grave. Clerk has spoken to the funeral directors and they have agreed to contact the family.</p> <p>At the March meeting it was reported that the last ashes plot has now been sold. Two additional quotes are required for the landscaping work in the north west corner of the cemetery. Two contractors have been asked to provide a quote.</p> <p>New Cemetery: 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>Weed Control: Clerk has written to Mr Wise about weed clearance at the side of the Meadow/Cornhill Lane, asking what chemicals he proposes to use and requesting a quote for the work. Awaiting a response. Clerk to chase.</p>	Clerk
204/16	<p>OXFORDSHIRE TOGETHER</p> <p>It was reported that a meeting was held to discuss and agree the options for grass cutting. Clerk to contact Mr Wise to discuss whether he is able to take on the additional work.</p>	Clerk
205/16	<p>ENVIRONMENTAL MATTERS</p> <p>New Litter Bin: The Clerk has asked Mr Wise for a quote for the installation of the bin. Awaiting a response.</p>	
206/16	<p>FOOTPATHS AND PAVEMENTS</p> <p>DMMO Request: Clerk has written to GLASS requesting a meeting to discuss Voluntary Restraint scheme. Clerk has written to Arther McEwan-James to ask him if he has a contact for the signs. No reply has been received. It was agreed to wait until the meeting with GLASS had been held before progressing this matter.</p> <p>It is necessary to keep a log of all complaints about the state of the lane. A note has been put in the Challow News asking people to report problems to the Clerk. No reports received to date. An email has been received from Jeanne Lapsley, Chair of Letcombe Regis Parish Council, suggesting that they would like to be involved in the reclassification of the lane. Cllrs Webb and Bosley to contact Jeanne Lapsley.</p> <p>Other Footpaths: At a previous meeting the possibility of using Community Payback to clear Childrey Lane of leaves and rubbish and to cut back the vegetation at the sides was discussed. A meeting has been arranged on 17th May to discuss this.</p> <p>It was reported that Mark Sumner had agreed to look into the state of the footpath behind the house called The Old Apple Yard near the Nalder Fields Estate. This has been reported to Cllr Constance who has agreed to look into it (see minute reference 270/15). Clerk has emailed the new Countryside Officer about this. No response has been received. Cllrs Webb and Bosley will discuss this with the Community Payback Officer.</p>	VAB/FW FW/VAB FW/VAB
207/16	<p>RECRUITMENT OF NEW COUNCILLORS</p> <p>Notices have been placed on the Village noticeboards, the website and in Challow News but there have been no applications. Cllr Constance has someone from Challow Station who may be interested.</p>	
208/16	<p>QUEEN'S BIRTHDAY CELEBRATIONS</p> <p>A item is to be placed in Challow News along with a full page advert. Notices are to be put on the noticeboards. The event will take place in the legion and cricket club if the weather is wet. A grant from the Queen's Birthday fund has been applied for. An application for the festival grant is ongoing; working on getting a bank account set up. The Parish Council agreed to purchase bunting for the event. Cllr Bosley</p>	

	proposed approving expenditure of up to £100. Cllr Game seconded. RESOLVED. Clerk to place the order.	Clerk
209/16	CLERK'S CORRESPONDENCE SSE. The Clerk reported that electricity prices are due to change shortly. Open Spaces Society: A request for support for a project was discussed. It was agreed not to support on this occasion. WI. A booklet was circulated to members of the Parish Council.	
210/16	ITEMS FOR CHALLOW NEWS Items to be included in the next Challow News article: 1. Queen's Birthday Celebrations 2. Notice urging people to report issues with Cornhill Lane 3. Advertisement for Parish Councillors 4. Dogs on he allotments	Clerk
211/16	ANY OTHER BUSINESS Cllr Game gave her apologies for absence from the June meeting.	
212/16	DATE OF NEXT MEETING: The next meeting will be Wednesday 8 th June 2016 at 7.30pm.	

The meeting closed at 11pm