

Minutes of the Meeting of East Challow Parish Council, Wednesday 15th June 2016 at 7.30pm at the Village Hall

Present: Cllr Vanessa Bosley, Cllr Pat Gill, 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), Dave Hudson, Will Starling (VHWDC), Matt Judson (GLASS)

		Action
213/16	APOLOGIES FOR ABSENCE: Apologies received from PCSO Pack. Cllr Terry sent apologies in advance for late arrival due to work commitments.	
214/16	MINUTES OF MEETINGS HELD 11th MAY 2016 Cllr Webb proposed approval of the minutes of the annual Parish Council Meeting held on 11 th May 2016. Cllr Game seconded. RESOLVED. Cllr Game proposed approval of the minutes of the monthly Parish Council Meeting held on 11 th May 2016. Cllr Webb seconded. RESOLVED.	
215/16	DECLARATIONS OF INTEREST: Cllr Game declared an interest in agenda item 15.	
216/16	DRAINAGE ACCESS FOR THE CHURCH ACROSS THE VILLAGE HALL CAR PARK 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. The work is required to facilitate a new disabled toilet and upgrade of church facilities. Mr Hudson noted that Mr McGill was happy with the idea. He stressed that the work to construct the new drain would not impact burials and there are no ashes plots in the area impacted by the proposals. The diocese has given permission in principle, but the project still needs to obtain permission for the route across the churchyard. The Parish Council stated that it had no objection to the proposal. Cllr Bosley suggested that Mr Hudson repeat his presentation to the Village Hall Committee at their meeting next week. Mr Hudson was thanked for attending.	
217/16	PUBLIC DISCUSSION TIME: Nothing to report.	
218/16	COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS: Cllr Constance reported the following from the District Council: The Park Farm planning application was granted despite publication of the inspector's letter regarding the Vale Local Plan Part 1. Cllr Constance is calling for the Vale to publish a policy on the basis of this letter. She felt, however, that there was no prospect of getting the decision on Park Farm reversed. Cllr Constance has taken up the matter of Village Reclassification with Adrian Duffield. She has argued that he has not considered the precedent set in East Hanney and believes that the response sent to East Challow on his behalf was inadequate. Cllr Constance urged the Parish Council to start developing a Neighbourhood Plan because there are a number of advantages in doing so. Cllr Constance reported the following from the County Council: Bus subsidies will stop on 28 th July and the 38 service will be withdrawn. Cllr Constance is seeking to establish a dial-up scheme for 16 seater mini-buses outside of school hours. This will cost £18 per hour. She asked that the people of East Challow who will be affected by the loss of the 38 service make their concerns known. Consultations on proposals for a unitary authority are ongoing. Mr Knight requested that Cllr Constance assist in getting OCC Highways to come and visit the village so that they can understand the traffic issues. He also questioned the	

	weight of the five year housing land supply. Cllr Constance said that she was working on the latter. She asked to be copied on all correspondence relating to the Neighbourhood Plan. Cllr Constance was thanked for attending.	
219/16	POLICING REPORT: A generic report for the wider area had previously been circulated to councillors.	
	MATTERS ARISING	
220/16	SIGNS FOR THE ROYAL BRITISH LEGION It was reported that the sign has now been designed and costed. No progress to report.	
221/16	ASSET REGISTER The Clerk has previously circulated a printed copy of register. This has been reviewed and needs to be updated. Carried forward.	C/F: Clerk
222/16	GRANTS POLICY Clerk to create a draft for consideration by the council. Carried forward.	C/F: Clerk
223/16	STREET LIGHTING Cllr Gill agreed to take on street light monitoring. Cllr Terry to pass on details of what this entails.	ST/PG
224/16	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. It was reported that the grass is now growing back. At a previous meeting Cllr Bosley reported that a shrub on the village green needed to be pruned. Mr Wise has now done this.	CLOSED CLOSED
225/16	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. It was reported that the vehicles have now stopped using this bridleway.	CLOSED
226/16	ROAD DRAINS Cllr Bosley reported that the drains in Letcombe Hill and Sarajac Avenue are still blocked. Clerk to report again. At the May meeting it was reported that a Thames Water cover on the footpath outside 7 Hedge Hill Road was broken. This has now been fixed.	Clerk CLOSED
227/16	DEFIBRILLATOR PROJECT The Clerk reported that the defibrillator had been ordered and listed building consent to install the unit in the telephone kiosk had been applied for.	Clerk
228/16	PARISH COUNCIL WEBSITE At the May meeting Cllr Game agreed to ask David Ilott for some text to accompany his photos, but he has declined. Mary Mann has provided some information about the village hall which the clerk will upload. Population of the site is ongoing.	Clerk
229/16	DATE FOR ANNUAL PARISH MEETING The invitations to the meeting were sent out and the meeting was held on 24 th May 2016.	CLOSED
230/16	VILLAGE HALL MANAGEMENT COMMITTEE Cllr Bosley reported that the AGM is being held on 22 nd June. 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 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 Clerk
231/16	ANNUAL EMERGENCY SURVERY Cllr Bosley reported that the form had been reviewed and the clerk had submitted it to OCC.	CLOSED

232/16	COMMUNITY SPEEDWATCH East Hanney speedwatch team is not able to permit additional parishes to join their group at the moment. They suggested that the chair of the local NAG group attend their next meeting.	CLOSED
233/16	S106 FUNDS S106 Funds from Stockham Park development – It was reported that S106 funding had been received to update the Tennis nets and the toilet facilities. Cllr Terry is obtaining quotes for the work to the toilet facilities. S106 application for funds from the Challow Park Development – 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/ST Ongoing/Clerk
234/16	REVIEW OF EMERGENCY PLAN 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.	C/F: All Councillors
	AGENDA ITEMS	
235/16	PLANNING MATTERS: P16/V1168/HH – Refurbishment and Conversion of existing stables building to ancillary accommodation including hobby room and workshop at Kirklands, Ickleton Road. The Parish Council agreed to object to this application. P16/V1333/PAR – Conversion of agricultural barn to dwelling at land off Canal Way. Although the case officer is unable to accept comments on this type of application the meeting agreed to send a letter outlining the concerns of the Parish Council. MW.0074/16 – Increase in storage height from 2m to 3m for containers at Aasvogel Ltd, Grove Technology Park. The meeting had no comment to make on this application. P15/V2397/FUL -The Barn, Park Fam. Erection of two new detached dwellings. Mr Knight reported at a previous meeting 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. It was reported that permission had been granted at the planning meeting held on 8 th June. 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. Village Reclassification: Cllr Constance is to take this up with Adrian Duffield. Refer to minute 218/16 above. Five Year Housing Land Supply: It was reported that the letter from the Inspector of the Vale Local Plan confirmed a five year housing land supply, but the Vale have not yet published this. Parish Council meeting with Dandara: The meeting with Dandara was discussed. It was noted that Dandara will be responding to the call for sites for Local Plan part 2.	YC
236/16	ACCOUNTS Approval of June Payments: The full list of payments is attached to these minutes. The Accounts for Payment for June 2016 total £3444.36 Cllr Webb proposed approving the payments. Cllr Game seconded. RESOLVED. Annual Accounts: The Annual Governance Statement and the Annual Accounting Statement were approved at the May meeting. The Chairman signed the Annual Return. Increase in NALC pay scales. The Clerk reported that the NALC pay scales had been increased with effect from 1 st April 2016 and would increase again on 1 st April 2017. Cllr Bosley proposed adopting the new pay scales, to be backdated to 1 st April. Cllr Game seconded. RESOLVED.	
237/16	CONTRACTS OF EMPLOYMENT FOR ALL EHPC STAFF	

	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.	C/F: Clerk/VAB/FW
238/16	<p>REVIEWS CARRIED FORWARD FROM ANNUAL PARISH COUNCIL MEETING</p> <p>Review of Bank Account Signatories: Cllr Gill agreed to be a signatory on the bank account. Clerk to obtain a mandate change form.</p> <p>Review of Insurance Policy: The Clerk reported that quotes had been received from Zurich, Aviva, Hiscox and Ecclesiastical. Because the policy renewal date was 1st June the council agree via email to accept the Hiscox Quote on a three year long term agreement. The value of the quotation was £932.65 which was below the amount approved at the last meeting. Cover has now commenced.</p> <p>Review of Playground Inspection Rota: The Clerk confirmed that Mr Terry had agreed to carry out a monthly playground inspection. He has been provided with a tick sheet for this.</p> <p>Review of Contracts and Leases: It was agreed to carry this forward to a future meeting.</p> <p>Review of Burial Fees: At the May meeting it was agreed to research burial fees in surrounding parishes prior to making a decision. Clerk to investigate.</p>	<p>Clerk</p> <p>CLOSED</p> <p>CLOSED</p> <p>C/F: Clerk</p> <p>C/F: Clerk</p>
239/16	<p>NEIGHBOURHOOD PLAN</p> <p>Mr Starling, senior planner with responsibility for Neighbourhood planning at the Vale, reported that Vale guidance on developing a Neighbourhood Plan was currently being updated. He briefly outlined the process for development of an NP. It was agreed that the Clerk would start the process by producing an area of designation. An application form is available online. It is likely that this will cover the entire parish. A supporting statement will be required and it needs to cover why an NP is required, what the aims are etc. The Clerk to arrange a meeting with members of the Uffington Neighbourhood Plan team in order to discuss what actions need to be taken. Mr Starling reported that a toolkit is available on the Vale website. Cllr Bosley agreed to gather support from the community. Mr Knight asked whether an NP was enforceable. Mr Starling stated that there was no guarantee. He noted that it is possible to apply to Government to get support for an NP. Information is available on the My Community website. Grant funding of up to £10,000 is available. In order to apply for the grant it will require a budget and a project plan. Clerk to send PSMA number to Mr Starling and he will produce a map for the area of designation. A Terms of Reference will need to be developed for the NP designated group.</p>	Clerk/VAB
240/16	<p>RECREATION AREA</p> <p>Play Area: It was reported that Mr Terry has replaced the rotten wood edging next to the swings. Mr Terry reported that other edges will need attention in the near future.</p> <p>Football Pitch: There is a large dip in the sand at the goal mouth nearest to the pavilion which needs to be filled in. It was previously agreed that Mr Terry should look into this. Mr Terry has recommended that the pitch be cordoned off to facilitate repairs. It will not be possible to reposition the goals and it was agreed that players should use the main pitch in the meantime. The meeting agreed that Mr Terry should proceed with the work and cordon off the pitch. 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>Tennis Court: It was reported that the posts are to be refurbished. Cllr Terry to obtain a quote for this. The new nets have been installed and the court has been cleaned. Cllr Terry reported that she is awaiting a quote from Barry Fisher for the work to the toilet. Two additional quotes will be required.</p> <p>Allotments: At a previous meeting Cllr Terry reported that 6 more allotments are to be made available. The cowslips have now been relocated to the meadow and the area is ready for spraying. It was reported that the grass had not yet been cut. It was</p>	<p>ST</p> <p>C/F: Clerk</p> <p>ST</p> <p>Clerk</p>

	<p>noted that the quote for spraying the area included cutting the grass, but this is already included in the grounds maintenance contract. Clerk to discuss with Mr Wise. Cllr Terry reported that the allotment holders are continuing to work on cleaning the footpath adjacent to the play area.</p> <p>Car Park adjacent to school: Cllr Terry reported that children are standing on the posts at the car park. This is a Health & Safety issues. The Clerk reported that the school had been informed. The meeting agreed to monitor the situation.</p> <p>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.</p> <p>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.</p> <p>Pavilion: 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>Mr Terry</p> <p>C/F: VAB/FW</p> <p>C/F VAB/FW</p>
241/16	<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. There has been no change since the last meeting.</p>	
242/16	<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>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 relocated the headstone. Clerk has spoken to the Funeral Directors asking for it to be properly reinstated.</p> <p>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>At the March meeting it was reported that the last ashes plot has now been sold. Two additional contractors were asked to provide a quote for the landscaping work in the north west corner of the cemetery. One did not send a quote. The meeting considered quotes from Mr Wise and Garden Time. Cllr Game proposed accepting the Garden Time quote of £2870 for the flat landscaping. Cllr Bosley seconded. RESOLVED. Clerk to contact the contractor.</p> <p>It was noted that the bin had not been emptied again. Situation to be monitored.</p> <p>A quote is required for the removal of an elder bush from the hedge near Mrs Elsie Morgan's plot.</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. A quote of £150 has been received. Cllrs Gill and Terry to look for alternative quotes prior to a decision being made.</p> <p>Oxfordshire Together</p> <p>It was reported that Mr Wise had agreed to take on the additional work for this year, but he has informed the Parish Council that he will be retiring at the end of this contract. The Clerk presented the Section 101 agency agreement with OCC for the urban grass cutting. Cllrs Bosely and Webb signed the document. Clerk to send to OCC.</p>	<p>C/F</p> <p>Clerk</p> <p>Clerk</p> <p>C/F: Clerk</p> <p>PG/ST</p> <p>Clerk</p>
243/16	<p>ENVIRONMENTAL MATTERS</p> <p>New Litter Bin: It was reported that Mr Wise had agreed to carry out the</p>	

	installation, but it required more work than he had anticipated. Clerk to ask Mr Wise for an update.	Clerk
244/16	<p>FOOTPATHS AND PAVEMENTS</p> <p>DMMO Request: Mr Judson from GLASS reported that he had visited Cornhill Lane 2-3 weeks ago and found it to be in good condition. He suggested that an initial step could be to encourage people to use the lane in a downhill direction only, thereby reducing damage to the surface. He suggested that a Voluntary Restraint Scheme could be put in place for this, along with a request not to use the lane during the winter months. Cllr Constance asked who would enforce the restraint. Mr Judson explained that it would be self-enforcing. Mr Judson agreed to discuss this idea with Arthur McEwan-James at OCC, the Green Lane Association and the Trail Riders Federation. Mr Judson asked that people take note of any motorised users who were being a nuisance. It is especially important to capture their registration numbers. It was agreed to put this information in Challow News.</p> <p>Mr Judson was thanked for attending.</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. It was reported that work had started on The Park footpath, but unfortunately they have not done what was requested. The team will be coming back over the next few weeks.</p>	Mr Judson
245/16	<p>RECRUITMENT OF NEW COUNCILLORS</p> <p>An application has been received from a resident of Challow Station. They were unable to attend this meeting but it is hoped they will attend the July meeting. The meeting agreed to continue to advertise as there are two vacancies.</p>	
246/16	<p>QUEEN'S BIRTHDAY CELEBRATIONS</p> <p>It was reported that everything is on target for 26th June. Advertising has gone out and the bunting has been delivered. Another meeting has been scheduled for next week.</p>	
247/16	<p>CLERK'S CORRESPONDENCE</p> <p>None.</p>	
248/16	<p>ITEMS FOR CHALLOW NEWS</p> <p>Items to be included in the next Challow News article:</p> <ol style="list-style-type: none"> 1. Notice urging people to report issues with Cornhill Lane 2. Neighbourhood Plan 3. Defibrillator Project 4. Loss of mobile library 5. Changes to the bus service. Ask people to let us know if they will be stranded when the 38 service stops. 6. Community payback working on the Park footpath. 	Clerk
249/16	<p>ANY OTHER BUSINESS</p> <p>Cllr Gill gave her apologies for absence from the July meeting.</p>	
250/16	<p>DATE OF NEXT MEETING:</p> <p>The next meeting will be Wednesday 13th July 2016 at 7.30pm.</p>	

The meeting closed at 11.10pm