

## Minutes of the Meeting of East Challow Parish Council, Wednesday 10<sup>th</sup> August 2016 at 7.30pm 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:

		Action
286/16	<b>APOLOGIES FOR ABSENCE:</b> Apologies received from PCSO Pack. Cllr Terry apologised for lateness.	
287/16	<b>MINUTES OF MEETINGS HELD 13<sup>th</sup> JULY 2016</b> Cllr Game asked that it be recorded that she was disappointed at what happened at the July meeting which resulted in Mr Knight leaving the Planning committee. The Clerk stated that she was not happy that the Parish Council had not handled the situation according to the Standing Orders and Financial Regulations. Cllr Webb proposed approval of the minutes of the monthly Parish Council Meeting held on 15 <sup>th</sup> June 2016 subject to amendments. Cllr Bosley seconded. RESOLVED. Cllr Terry did not accept the proposed changes. Cllr Terry left the meeting.	
288/16	<b>DECLARATIONS OF INTEREST:</b> None.	
289/16	<b>PUBLIC DISCUSSION TIME:</b> Nothing to report.	
290/16	<b>COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS:</b> Cllr Constance reported that the Vale Local Plan Part 1 is currently out for consultation. The main modifications are the reservoir at Littleworth and the change in definition of the Science Vale Action area. Any reallocation of housing as a result of changes to the Science Vale could be a matter of concern for East Challow. Cllr Constance pointed out that East Challow no longer meets the requirements for classification of a larger village. Clerk to write to Adrian Duffield and the Planning Policy team, as recommended by Peter Brampton. With regard to Local Plan Part 2, the response to the call for sites will not be published until February. From the County: the UBW bus service does not currently have space for East Challow residents, and the new minibus service will not be cost effective. The best option for East Challow is to look at clubbing together to use the taxi service. The press have been in touch with Cllr Constance regarding the closure of the nursery. She pointed out that the County has no obligation to provide nursery places. Cllr Constance informed the meeting that a consultation on health services will start in October. Cllr Constance has attended a meeting with the case officer to discuss the flooding issues associated with the Windmill Place planning application. It was pointed out that moving the pipe west would impact on an archeologically important site. Sewerage acces is also an issue. Cllr Constance has written on this matter and it has been passed to drainage experts. The urban design team are unhappy with the site place; there is too much tarmac. West Challow Parish Council has objected to the application. The case officer is working towards making a recommendation, with a view that it will go to planning committee of 7 <sup>th</sup> September if the recommendation is for approval. Cllr Constance was pleased to be asked for her opinion and was disappointed at how the situation had evolved. She said we will all miss Mr Knight's expertise and planning knowledge. She herself will miss his input and regular reviewing of	Clerk

	websites for information. Cllr Constance advised East Challow Parish Council to write a definition of Mr Knight's role on the planning committee for the record. Cllr Bosley and the Clerk to do this. Cllr Constance was thanked for attending.	VAB/Clerk
291/16	<b>POLICING REPORT:</b> A generic report for the wider area had previously been circulated to councillors.	
	<b>MATTERS ARISING</b>	
292/16	<b>ASSET REGISTER</b> The Clerk has previously circulated a printed copy of register. This has been reviewed and needs to be updated. Carried forward.	C/F: Clerk
293/16	<b>GRANTS POLICY</b> Clerk to create a draft for consideration by the council. Carried forward.	C/F: Clerk
294/16	<b>STREET LIGHTING</b> No problems to report. Cllr Terry's list has been passed on the Cllr Gill.	
295/16	<b>ROAD DRAINS</b> Cllr Bosley reported that the drains in Letcombe Hill and Sarajac Avenue are still blocked. Clerk has reported again and been informed that they have been cleared.	
296/16	<b>DEFIBRILLATOR PROJECT</b> The Clerk reported that the defibrillator the defibrillator unit has been delivered and listed building consent has been granted. The clerk is obtaining a quote for the installation of the equipment.	Clerk
297/16	<b>PARISH COUNCIL WEBSITE</b> 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
298/16	<b>VILLAGE HALL MANAGEMENT COMMITTEE</b> 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. A letter of thanks be sent to Mr and Mrs McGill for their work on the Village Hall Management Committee.	C/F: VAB  CLOSED
299/16	<b>S106 FUNDS</b> <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. Another electrician has been contacted. Awaiting a quote. <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  CLOSED
300/16	<b>REVIEW OF EMERGENCY PLAN</b> 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. 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  C/F: Clerk
301/16	<b>CONTRACTS OF EMPLOYMENT FOR ALL ECPC STAFF</b> Contracts of employment need to be produced for all staff: the clerk, the litter picker and the village handyman. Cllr Bosley has sent original littler picker contract to the clerk. Cllrs Bosley and Webb to work on a contract for the Odd Job Man.	C/F: Clerk/VAB/FW
302/16	<b>REVIEWS CARRIED FORWARD FROM ANNUAL PARISH COUNCIL MEETING</b> <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
303/16	<b>HEAVY TRAFFIC ON LETCOMBE HILL</b>	



	<p>map have been passed to Will Sparling for review, but he wants a more detailed supporting statement. Cllr Bosley and the Clerk to work on this.</p> <p>An initial Neighbourhood Plan meeting is to be arranged and a letter of invitation sent out. The objectives of the meeting will be to 1) define the Steering Group, 2) appoint a Chairman, 3) Define and agree the Terms of Reference, 4) Define the next Steps. Cllr Bosley and Cllr Webb to agree a date in early September. Clerk to book the meeting room.</p>	VAB/Clerk/FW
307/16	<p><b>CHANGES TO LOCAL BUS SERVICE</b></p> <p>The Parish Council needs to identify a co-ordinator, to help bring together those who are stranded now that the bus service has ceased. Cllr Bosley agreed to speak with Mr Bassett. Clerk to send a list of those people who attended the meeting in July.</p>	VAB/Clerk
308/16	<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>	C/F: Clerk C/F: Clerk
309/16	<p><b>RECREATION AREA – All matters carried forward to September</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 it was agreed to discuss repair of the car park surface. Cllr Bosley will speak with Mr Terry; he 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>	Clerk C/F: Clerk ST/FW/Clerk Clerk C/F: Mr Terry C/F: VAB/FW C/F VAB/FW
310/16	<p><b>GROUND MAINTENANCE – All matters carries forward to September</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><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</p>	C/F

	<p>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 Wildflower Meadow/Cornhill Lane, asking what chemicals he proposes to use. A quote of £150 has been received. Cllr Webb and Game to look at the area spoken of.</p> <p><b>Oxfordshire Together</b></p> <p>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>
311/16	<p><b>ENVIRONMENTAL MATTERS – Carried forward to September</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
312/16	<p><b>FOOTPATHS AND PAVEMENTS – Carried forward to September</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>
313/16	<p><b>RECRUITMENT OF NEW COUNCILLORS</b></p> <p>A notice has been put in the next edition of Challow News. Recruitment to be discussed again in September.</p>	Clerk
314/16	<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>	C/F
315/16	<p><b>CLERK'S CORRESPONDENCE</b></p> <p><b>Household Waste and Recycling Consultation:</b> All councillors were urged to respond to this consultation urgently. Clerk to resend details.</p> <p><b>Request for burial plot:</b> The meeting discussed the request for a burial plot for Faye Louisa Hook, who has very strong links with the village. The meeting approved the request.</p> <p><b>Email from Mr Knight:</b> This matter was discussed in minute reference 287/16.</p>	Clerk
316/16	<p><b>ITEMS FOR CHALLOW NEWS</b></p> <p>Items to be included in the next Challow News article were supplied at the July meeting. Nothing further to add.</p>	Clerk
317/16	<p><b>ANY OTHER BUSINESS</b></p> <p>Cllr Webb asked if the community payback team could be asked to install some paving slabs on the bank in Childrey Lane to help prevent erosion. Cllr Game has some spare slabs that can be used and Cllr Webb has noticed that someone has disposed of some in a skip in Hedge Hill Road. Cllr Webb to contact the owner and ask if they can be retrieved. Cllr Bosley to ask Mr Terry if he could collect the slabs and deliver them to Childrey Lane.</p> <p>Cllr Bosley requested approval for the reimbursement of skip hire costs. Cllr Game proposed approved expenditure of up to £350. Cllr Webb seconded. RESOLVED.</p>	FW

318/16	<b>DATE OF NEXT MEETING:</b> The next meeting will be Wednesday 14 <sup>th</sup> September 2016 at 7.30pm.	
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The meeting closed at 10pm