

## Minutes of the Meeting of East Challow Parish Council, Wednesday 14<sup>th</sup> September 2016 at 7.30pm at the Village Hall

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

Clerk/Finance Officer: Julia Evans

County and District Councillor: Cllr Yvonne Constance

PCSO:

Members of the Public:

		Action
319/16	<b>APOLOGIES FOR ABSENCE:</b> Apologies received from PCSO Pack and Cllr Gill.	
320/16	<b>MINUTES OF MEETINGS HELD 10<sup>th</sup> AUGUST 2016</b> Cllr Game proposed accepting the minutes subject to an amendment of an incorrect date. Cllr Webb seconded. RESOLVED.	
321/16	<b>DECLARATIONS OF INTEREST:</b> Cllr Game declared a non-pecuniary interest with regard to any discussion on Letcombe Hill.	
322/16	<b>PUBLIC DISCUSSION TIME:</b> Nothing to report.	
323/16	<b>COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS:</b> For the County Cllr Constance reported that discussions were ongoing with regard to the various proposals for Unitary Authorities. The consultation on Health Programme Transformation has been delayed until January. For the District Cllr Constance reported that David Mills has taken over from David Buckle as CEO. The local plan continues to progress. It is hoped that it will be adopted by February. Cllr Constance was informed about the poor signage for the Ickleton Road closure. Cllr Constance to contact the area steward. Cllr Constance was thanked for attending.	YC
324/16	<b>POLICING REPORT:</b> A generic report for the wider area had previously been circulated to councillors. Clerk to thank PCSO Pack for attending a recent funeral and helping to manage the traffic.	Clerk
	<b>MATTERS ARISING</b>	
325/16	<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
326/16	<b>GRANTS POLICY</b> Clerk to create a draft for consideration by the council. Carried forward.	C/F: Clerk
327/16	<b>STREET LIGHTING</b> A light at the junction of Woodhill Lane and the A417 is faulty. Cllr Bosley to find the light number so that it can be reported.	VAB
328/16	<b>ROAD DRAINS</b> Cllr Bosley asked Cllr Game to confirm that the drains on Letcombe Hill have been cleared.	IG
329/16	<b>DEFIBRILLATOR PROJECT</b> It was reported that the Electrician has not come back with a quote despite repeated requests. Clerk to contact another electrician.	Clerk
330/16	<b>PARISH COUNCIL WEBSITE</b> The clerk reported that Mr Miller's report on the SSE reception at the Houses of Parliament had been loaded onto the website. A grant for OALC toward IT	Clerk

	<p>equipment and a website in order to ensure compliance with the Transparency code has been applied for. The expected decision date is 30<sup>th</sup> September. Population of the site is ongoing.</p> <p>It was suggested that the Parish Council should set up a parish email for regular news bulletins.</p>	
331/16	<p><b>VILLAGE HALL MANAGEMENT COMMITTEE</b></p> <p>Cllr Bosley reported that the next meeting is on 28<sup>th</sup> September. Prior to this the new chair, Emma Freebairn, will meet with Mr McGill the former chair for an introduction to the Village Hall.</p>	
332/16	<p><b>S106 FUNDS</b></p> <p><b>S106 Funds from Stockham Park development</b> – It was reported that a quote has been received for the plumbing work. A quote is still required for the electrical work. Two electricians have now been contacted but neither has come back. Clerk to contact M&amp;A in Wantage.</p>	Clerk
333/16	<p><b>REVIEW OF EMERGENCY PLAN</b></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>The deadline for grant funding that might be available to upgrade the village hall as an emergency reception centre has now passed. Clerk to check the date for the next round.</p>	C/F: All Councillors  Clerk
334/16	<p><b>CONTRACTS OF EMPLOYMENT FOR ALL ECPC STAFF</b></p> <p>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.</p>	C/F: Clerk/VAB/FW
335/16	<p><b>REVIEWS CARRIED FORWARD FROM ANNUAL PARISH COUNCIL MEETING</b></p> <p><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. It was agreed to apply for online viewing access to the accounts at the same time.</p>	C/F: Clerk
336/16	<p><b>HEAVY TRAFFIC ON LETCOMBE HILL</b></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 response from OCC. Clerk to chase. This situation is now severe. As Ham/Ickleton road is closed school buses are using the route in convoy.</p>	Clerk
337/16	<p><b>CHILDREY LANE GROUND WORKS</b></p> <p>At the last meeting Cllr Webb raised the possibility of installing some paving slabs on the bank in Childrey Lane to help prevent erosion. Following further investigation it was decided that this would not be possible for health and safety reasons. It was noted that another skip is required to clear the final debris. Cllrs Bosley and Webb to agree a date. Clerk to write to the Community Payback team to thank them for their hard work.</p>	VAB/FW/Clerk
	<b>AGENDA ITEMS</b>	
338/16	<p><b>PLANNING MATTERS:</b></p> <p>No new applications were considered.</p> <p><b>P14/V0298/FUL-ECH</b> – Proposal for 50 dwellings at land behind Windmill Place (amended plans). The Parish Council continues to object to this application. A response to this affect was submitted on 22<sup>nd</sup> July. No progress to report.</p> <p><b>P16/V1714/O</b> – <b>Outline application for up to 38 dwellings, including 13 affordable, at land at Challow Park (including former Council Yard).</b> The Parish Council responded with No Objection but requested conditions be applied. This application has gone to the Vale Planning committee.</p> <p><b>P14/V0298/FUL-ECH</b> – Proposal for 50 dwellings at land behind Windmill Place</p>	

	<p>(amended plans). The Parish Council continues to object to this application. The Vale's decision on this application has been deferred until the end of September.</p> <p><b>Vale Local Plan Part 1 consultation on modifications:</b> East Challow Parish Council submitted its response to this consultation on 14<sup>th</sup> September 2016.</p> <p><b>Village Reclassification:</b> To be discussed at the next meeting.</p>	
339/16	<p><b>ACCOUNTS</b></p> <p><b>Q1 Finance Report:</b> The Finance Committee reported that there were no issues to be raised in the Q1 accounts.</p> <p><b>Approval of September Payments:</b> The full list of payments is attached to these minutes. The Accounts for Payment for September 2016 total £2836.44 Cllr Webb proposed approving the payments. Cllr Game seconded. RESOLVED. The cheques were signed.</p>	CLOSED
340/16	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>The area designation form has been submitted. Awaiting confirmation of the consultation period. Cllr Constance suggested getting Community First Oxfordshire to come and talk about the process and also to discuss Charney Bassett's experience. The next meeting of the Neighbourhood Plan group is scheduled for 27<sup>th</sup> September. Clerk to contact RBL to see if we can meet there.</p>	Clerk
341/16	<p><b>CHANGES TO LOCAL BUS SERVICE</b></p> <p>Cllr Bosley has spoken to Mr Bassett regarding the need for a co-ordinator to help bring together those who are stranded now that the bus service has ceased. He has asked the Parish Council to contact those who came to the meeting in July to ask whether they would use the taxi service and when they would use it. Mr Bassett will then co-ordinate with Mr Meads. The Parish Council will collect the information on travel needs and try to get the group communicating.</p>	VAB/Clerk
342/16	<p><b>ANNUAL REVIEWS</b></p> <p><b>Annual Asset Inspection:</b> This matter has been carried forward to a future meeting. A date for the inspection needs to be arranged.</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>	VAB/FW C/F: Clerk C/F: Clerk
343/16	<p><b>RECREATION AREA</b></p> <p><b>Play Area:</b> At a previous meeting Mr Terry reported that there is no disclaimer notice stating that people used the 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. Cllrs Bosley and Webb to look into Disclaimer notices.</p> <p>The RoSPA report was reviewed. The risk level is medium. The main issues are the tarmac tennis court and bird mess on the swing seats. Cllr Game agreed to clean the swing seats.</p> <p><b>Football Pitch:</b> At a previous meeting 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. A notice has been put on the website and in Challow News. It was also reported to PCSO Pack as an act of vandalism. PCSO Pack agreed to keep an eye on the situation.</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. Contact has been made with Sport England. To be followed up.</p> <p>The meeting resolved that the football pitch will not be available for hire this winter. A new lock is to be put on the pavilion to prevent unauthorised access. Cllr Bosley to do this.</p> <p><b>Tennis Court:</b> At a previous meeting it was reported that the posts are to be</p>	VAB/FW IG C/F: Clerk FW/Clerk Clerk VAB Clerk

	<p>refurbished. Clerk to discuss what needs to be done with Mrs Terry. Additional quotes are required for the work to the toilet. Cllrs Webb and Bosley agreed to sweep the court.</p> <p><b>Allotments:</b> Clerk to chase Mr Wise for the weedkilling of the area where the new plots are to be dug. It was reported that one allotment is being given up and will be reallocated. Clerk to write to Mrs Terry to ask if she would be prepared to carry the allotment project forward as it is in danger of being lost.</p> <p>The allotment rents were reviewed. The budget factored in an increase to £7.50 for a half plot and £15 for a full plot. Cllr Game proposed increasing the rent. Cllr Webb seconded. RESOLVED. The rent request letters to include an update on the projects being undertaken.</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 has spoken with Mr Terry who was going to 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.</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>VAB/FW</p> <p>Clerk</p> <p>VAB/FW</p> <p>VAB/FW</p>
344/16	<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><b>Top Cemetery:</b> At the February meeting Cllr Bosley reported that an inappropriate sized floral memorial had been placed on a grave. This has now been removed. 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 chase 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. The Clerk is trying to make contact with Mr Craddock.</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 funds have now been received from OCC.</p> <p><b>2017/18 Contract</b></p> <p>It was reported that Mr Wise has given notice that he will be retiring at the end of March. The contract will need to be put out to tender for 2017/18. Clerk to send maps to all councillors.</p>	<p>C/F</p> <p>Clerk</p> <p>Clerk</p> <p>FW/IG</p> <p>CLOSED</p>
345/16	<p><b>ENVIRONMENTAL MATTERS</b></p> <p><b>New Litter Bin:</b> It was reported that the bin had been installed.</p>	<p>CLOSED</p>
346/16	<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 October meeting. Cllr Constance suggested moving forward with a DMMO submission at the same time.</p> <p><b>Other Footpaths:</b> The work carried out by Community Payback is discussed in minute item 337/16 above. It was reported that the new owners of 2 High View</p>	<p>Mr Judson/Clerk</p>

	They have erected a fence which has encroached over the boundary of their property onto the verge/pavement. Cllr Constance suggested raising the matter with Emma Turner at the Vale.	Clerk
347/16	<b>RECRUITMENT OF NEW COUNCILLORS</b> The notices on the notice boards need refreshing and the advert on the website needs to be renewed. It was suggested that we ask Denise Knight if the advert could go out on the village Facebook page/	Clerk VAB
349/16	<b>VALE COMMUNITY AWARDS</b> Two names were put forward for these awards. Cllrs Webb and Bosley to produce a write up for each of them	FW/VAB
349/16	<b>QUEEN'S BIRTHDAY CELEBRATIONS</b> It was reported that the final meeting has not yet been held.	C/F
350/16	<b>CLERK'S CORRESPONDENCE</b> <b>Household Waste and Recycling Consultation:</b> All councillors were urged to respond to this consultation urgently. Clerk sent details to all councillors. Cllr Constance has not yet informed the Parish Council what the results of the consultation were. <b>Request for memorial to Eileen Freda Hunt and Alfred James Hunt.</b> This was approved.	CLOSED
351/16	<b>ITEMS FOR CHALLOW NEWS</b> Items to be included in the next Challow News article are: 1. Casual Vacancy 2. Neighbourhood Plan update 3. Message about dumping garden refuse in the hedge along Childrey Lane. 4. Ask that waste bins are removed from the kerbside as soon as possible after the waste collection	Clerk
352/16	<b>ANY OTHER BUSINESS</b> <b>Letcombe Hill:</b> The banks in Letcome Hill need cutting. Clerk to ask BGG if they would provide a quote for this. <b>Village Handyman:</b> Clerk to ask Mr Terry if he would be prepared to continue in his role as village handyman.	Clerk
53/16	<b>DATE OF NEXT MEETING:</b> The next meeting will be Wednesday 12 <sup>th</sup> October 2016 at 7.30pm.	

The meeting closed at 10:55pm