

Minutes of the Meeting of East Challow Parish Council, Wednesday 12th October 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: Sheryl Sanders

		Action
354/16	APOLOGIES FOR ABSENCE: Apologies received from PCSO Pack and Cllr Gill.	
355/16	MINUTES OF MEETINGS HELD 14th SEPTEMBER 2016 Cllr Game proposed accepting the minutes. Cllr Webb seconded. RESOLVED.	
356/16	DECLARATIONS OF INTEREST: None.	
357/16	PUBLIC DISCUSSION TIME: Nothing to report.	
358/16	COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS: Cllr Constance reported that she was pleased with the result of the Windmill Place planning application. The sites put forward for Local Plan part 2 will be published in February. Cllr Constance is trying to establish what involvement Parish Councils will have in determining the criteria for selecting the sites. She urged ECPC to continue with the Neighbourhood Plan. A meeting was held on 7 th October to discuss bus stops. It will not be possible to locate one on the hill because it isn't safe to do so. Cllr Constance is still trying to get Thames Travel to run a bus through the village although hopes of success are not high. The shared transport option is the one most likely to succeed. Staffing has been reduced at Stanford tip and opening hours are being reviewed. Details on the response to the recent consultation on the tip are not yet known. The local government reorganisation is currently at an impasse. Cllr Constance was thanked for attending.	
359/16	POLICING REPORT: A generic report for the wider area had previously been circulated to councillors. The Clerk has written to thank PCSO Pack for attending a recent funeral and helping to manage the traffic.	
	MATTERS ARISING	
360/16	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
361/16	GRANTS POLICY Clerk to create a draft for consideration by the council. Carried forward.	C/F: Clerk
362/16	STREET LIGHTING A light at the junction of Woodhill Lane and the A417 is intermittently shining. Cllr Bosley to find the light number so that it can be reported.	VAB
363/16	ROAD DRAINS Cllr Bosley asked Cllr Game to confirm that the drains on Letcombe Hill have been cleared.	C/F: IG
364/16	DEFIBRILLATOR PROJECT It was reported that the Electrician has not come back with a quote despite repeated requests. Mr Miller has contacted Scott Barnes and requested that he provide a quote. Mr Barnes has not yet replied. Clerk to contact M&A in Wantage for another quote.	Clerk

365/16	<p>PARISH COUNCIL WEBSITE</p> <p>The clerk reported that a grant from OALC toward IT equipment and a website in order to ensure compliance with the Transparency code has now been received. Population of the site is ongoing. Information on the allotments and the cemetery has been uploaded. At a previous meeting it was suggested that the Parish Council should set up a parish email for regular news bulletins.</p>	Clerk
366/16	<p>VILLAGE HALL MANAGEMENT COMMITTEE</p> <p>Cllr Bosley reported that everything is now running well. The Parish Council are to send the Village Hall committee details of potential grant funding. Cllr Webb agreed to switch on the hall heating on Sunday. Cllr Bosley to speak to Emma Fairbairn regarding a rota for this.</p>	FW/VAB
367/16	<p>S106 FUNDS</p> <p>S106 Funds from Stockham Park development – 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&A in Wantage. VAB to speak to Les Cannings. Clerk to ask Jamie Wiltshire to quote for a replacement door.</p>	Clerk VAB Clerk
368/16	<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>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 C/F: Clerk
369/16	<p>CONTRACTS OF EMPLOYMENT FOR ALL ECPC STAFF</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
370/16	<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. It was agreed to apply for online viewing access to the accounts at the same time.</p>	C/F: Clerk
371/16	<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. This situation is now severe. As Ham/Ickleton road is closed school buses are using the route in convoy. Clerk to write again informing them that there is still a problem and asking for a response.</p>	Clerk
372/16	<p>CHILDREY LANE GROUND WORKS</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. Mr Wise has quoted £180 to clear the black sacks of garden waste, which will mean that a skip is no longer required. Cllr Bosley proposed accepting the quote. Cllr Game seconded. RESOVED.</p> <p>The Clerk has written to the Community Payback team to thank them for their hard work.</p>	VAB/FW/Clerk
373/16	<p>CHANGES TO LOCAL BUS SERVICE</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. Cllrs Bosley, Game and Webb to telephone attendees of the July meeting.</p>	VAB/IG/FW/Clerk

374/16	<p>ANY OTHER BUSINESS</p> <p>Letcombe Hill: The banks in Letcome Hill need cutting. Clerk to ask BGG if they would provide a quote for this.</p>	C/F Clerk
375/16	<p>ANY OTHER BUSINESS</p> <p>Village Handyman: Clerk to ask Mr Terry if he would be prepared to continue in his role as village handyman. Cllr Webb to discuss the installation of the water troughs on the allotments.</p>	C/F Clerk/FW
	AGENDA ITEMS	
376/16	<p>PLANNING MATTERS:</p> <p>P16/V2576/HH – 13 and 15 Field Gardens. New roof over front extensions, single storey front extension & change to fenestration. The meeting had no objection to this application.</p> <p>Proposals for the Goodlake Arms. The meeting had no concerns about the plans for conversion of the pub to a house. The meeting was concerned about parking space for a four bed roomed property because it was believed that the land in front of the former pub did not belong to the property.</p> <p>P14/V0298/FUL-ECH – 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 22nd July. The Vale has refused permission. It was reported that the Windmill Place Support Group thanked the Parish Council and District Councillor for their support in opposing this application.</p> <p>P16/V1714/O – Outline application for up to 38 dwellings, including 13 affordable, at land at Challow Park (including former Council Yard). The Parish Council responded with No Objection but requested conditions be applied. This application has gone to the Vale Planning committee and permission has been granted.</p> <p>Village Reclassification: Cllrs Bosley and Webb are working on this.</p>	VAB/FW
377/16	<p>ACCOUNTS</p> <p>Approval of October Payments: The full list of payments is attached to these minutes. The Accounts for Payment for October 2016 total £2178.14 Cllr Game proposed approving the payments. Cllr Webb seconded. RESOLVED. The cheques were signed.</p> <p>Purchase of IT equipment: Clerk to obtain quotes for laptops and a scanner.</p> <p>2017/18 budget: Clerk to prepare a draft budget for 2017/18 for discussion at the next meeting.</p>	Clerk Clerk
378/16	<p>NEIGHBOURHOOD PLAN</p> <p>A meeting was held on 27th September. It was agreed that more people were needed on the steering committee. A leaflet has been prepared for distribution to the village. Delivery will take place next week. The return date for replies is 31st October.</p>	
379/16	<p>ANNUAL REVIEWS</p> <p>Annual Asset Inspection: This matter has been carried forward to a future meeting. A date for the inspection needs to be arranged.</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>	C/F VAB/FW C/F: Clerk C/F: Clerk
380/16	<p>RECREATION AREA</p> <p>Play Area: 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</p>	C/F: VAB/FW

	<p>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>Football Pitch: 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>A new lock is to be put on the pavilion to prevent unauthorised access. Cllr Bosley to do this.</p> <p>Tennis Court: At a previous meeting it was reported that the posts are to be refurbished. Clerk to contact the person Mrs Terry spoke to. Additional quotes are required for the work to the toilet. Cllrs Webb and Bosley agreed to sweep the court.</p> <p>Allotments: It was agreed that there is no longer a need to create more allotment plots. Mr Wise to be informed that weedkilling of the area is no longer required. It was reported that one allotment is being given up and will be reallocated. The new troughs have been ordered and Mr Terry has agreed to install them.</p> <p>Cllr Webb agreed to collect the allotment rents. Cllrs Webb and Bosley agreed to distribute the allotment letters. Clerk to send a list of allotment holders to Cllr Webb.</p> <p>Car Park adjacent to school: 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. The signs will cost £150 each with a post or £75 each without. Cllr Webb proposed ordering two signs with posts. Cllr Bosley seconded. RESOLVED. Cllr Bosley to order 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>Wildflower Meadow: The meeting considered planting wildflower seeds in the meadow. Research is needed to understand what needs to be done to ensure it succeeds. Clerk to look into this.</p>	<p>C/F: IG</p> <p>CLOSED</p> <p>C/F: Clerk</p> <p>VAB</p> <p>Clerk</p> <p>VAB/FW</p> <p>Clerk</p> <p>Clerk/FW/VAB</p> <p>VAB</p> <p>C/F: VAB/FW</p> <p>Clerk</p>
381/16	<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>It was reported that a bough has come down from a tree in the top car park and needs cutting urgently. Clerk to contact Mr Craddock.</p> <p>Top Cemetery: 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>New Cemetery: Mr Craddock now completed all the work requested and his invoice has been received.</p> <p>Weed Control: 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. East Challow Parish Council was thanked for cutting the grass verges in Windmill</p>	<p>C/F</p> <p>Clerk</p> <p>C/F: Clerk</p> <p>CLOSED</p> <p>C/F: FW/IG</p>

	Place. 2017/18 Contract Three schedules will be offered next year. Schedule A – Large area – ask BGG and Cannings for a quote. Schedule B – Small area – ask Mr Wise and Dawson landscaping for a quote. Schedule C – Oxfordshire Together – ask BGG and Cannings for a quote.	Clerk
382/16	FOOTPATHS AND PAVEMENTS DMMO Request: 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 has chased for an update but has not received a reply. Clerk to chase again. Cllr Constance suggested moving forward with a DMMO submission at the same time. Other Footpaths: 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 have erected a fence which has encroached over the boundary of their property onto the verge/pavement. The matter has been raised with Emma Turner at the Vale. Photographs to be forwarded.	Mr Judson/Clerk
383/16	RECRUITMENT OF NEW COUNCILLORS The notices on the notice boards have been refreshed. It was suggested that we ask Denise Knight if the advert could go out on the village Facebook page. A possible flyer was discussed for distribution to the village advertising the vacancies.	VAB
384/16	VALE COMMUNITY AWARDS The closing date for nominees has now passed.	CLOSED
385/16	QUEEN'S BIRTHDAY CELEBRATIONS It was reported that the final meeting of the committee has not yet been held. It was decided to remove this from the agenda.	CLOSED
386/16	CLERK'S CORRESPONDENCE Christmas Tree Collections: It was agreed to take part in the Christmas Tree recycling scheme again this year. Request for additional inscription on memorial for Ella Legge. This was approved. Precept Referendum: It was agreed to support NALC's opposition to this government proposal. Request for fundraising support from CPRE: It was agreed not to support this campaign. Request for donation from Oxfordshire Association for the Blind: Cllr Bosley proposed a donation of £50. Cllr Webb seconded. RESOLVED. Request for donation from South & Vale Carers Centre: Cllr Bosley proposed a donation of £50. Cllr Webb seconded. RESOLVED.	
387/16	ITEMS FOR CHALLOW NEWS Items to be included in the next Challow News article are: 1. Ask Villagers to cut back vegetation overhanging public rights of way 2. Remind people to keep dogs on leads in the recreation ground 3. Christmas Tree recycling 4. Casual Vacancy 5. Neighbourhood Plan update 6. Ask that waste bins are removed from the kerbside as soon as possible after the waste collection	Clerk
388/16	ANY OTHER BUSINESS Overhanging vegetation: It was agreed to write to a resident of Hedge Hill Road asking that overhanging vegetation is cut back. Overgrown garden: It was reported that a complaint had been received about weeds and rats in a garden in High View.	Clerk

	<p>Wooden Gate into Recreation Area: It was noted that this gate is being lifted from its hinges. Mr Wise will repair the damage done to the hinged and secure the gate.</p> <p>December meeting: The December meeting needs to be bought forward due in order that the meeting is quorate. It was agreed to hold the meeting on 7th December.</p>	
390/16	<p>DATE OF NEXT MEETING: The next meeting will be Wednesday 9th November 2016 at 7.30pm.</p>	

The meeting closed at 10:45pm