

**Minutes of the Meeting of East Challow Parish Council, Wednesday 9th November 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: Dave Hudson

		Action
391/16	APOLOGIES FOR ABSENCE: Apologies received from PCSO Pack and Cllr Gill.	
392/16	MINUTES OF MEETINGS HELD 12th OCTOBER 2016 Cllr Game proposed accepting the minutes. Cllr Webb seconded. RESOLVED.	
393/16	DECLARATIONS OF INTEREST: None.	
394/16	PUBLIC DISCUSSION TIME: Mr Hudson presented initial plans for the new cemetery. He noted that the inside of the beech hedge needs to be trimmed back. Mr Hudson was asked to provide an estimate for his work to design and map out the new cemetery.	Mr Hudson
395/16	COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS: Cllr Constance reported that she had received a request from the Vale regarding East Challow's area of designation. She confirmed that she would support the submission. Local Plan part 2 will publish the sites offered and proposed for selection in February. The allocation will be for 3200 houses. Dalton Barracks has come up for sale and may be used for Oxford's unmet need. Adoption of Local Plan part 1 is expected early next year. Cllr Constance agreed to follow up on the Goodlake issues. She asked for the Parish Council's view on the Wisers' farm planning application. A copy of the Parish Council response to be sent to Cllr Constance. Cllr Constance asked if there had been any progress co-ordinating an alternative transport service for the 'stranded' bus passengers. Cllr Bosley reported that it was ongoing. Cllr Constance was thanked for attending.	YC
396/16	POLICING REPORT: This was not available.	
	MATTERS ARISING	
397/16	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
398/16	GRANTS POLICY Clerk to create a draft for consideration by the council. Carried forward.	C/F: Clerk
399/16	STREET LIGHTING A light at the junction of Woodhill Lane and the A417 is intermittently shining. It will be monitored.	CLOSED
400/16	ROAD DRAINS It was reported that the road drains in Vicarage Hill were now full of leaves. Clerk to report.	Clerk
401/16	DEFIBRILLATOR PROJECT	VAB

	It was reported that the Electrician has not come back with a quote despite repeated requests. Cllr Bosley is in discussion with Les Cannings to establish whether he has an electrician available.	
402/16	PARISH COUNCIL WEBSITE Population of the site is ongoing. At a previous meeting it was suggested that the Parish Council should set up a parish email for regular news bulletins. An item to be put in the Challow News about this.	Clerk
403/16	VILLAGE HALL MANAGEMENT COMMITTEE Cllr Webb has agreed to take on the management of the hall heating in the short term. Cllr Bosley thanked Cllr Webb.	
404/16	S106 FUNDS S106 Funds from Stockham Park development – It was reported that a quote has been received for the plumbing work of the pavilion toilet. A quote is still required for the electrical work. Cllr Bosley to speak to Les Cannings to establish whether he has an electrician and a plumber available for a second quote. Clerk has asked Jamie Wiltshire to quote for a replacement door.	VAB
405/16	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. The deadline for grant funding that might be available to upgrade the village hall as an emergency reception centre has now passed and the funding project has now closed. Information on whether further grants will be available will be published on the SSE website in early 2017.	C/F: All Councillors
406/16	CONTRACTS OF EMPLOYMENT FOR ALL ECPC STAFF 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.	C/F: Clerk/VAB/FW
407/16	REVIEWS CARRIED FORWARD FROM ANNUAL PARISH COUNCIL MEETING 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.	C/F: Clerk
408/16	HEAVY TRAFFIC ON LETCOMBE HILL 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 chase for a response.	Clerk
409/16	CHILDREY LANE GROUND WORKS/PARK FOOTPATH CLEARANCE Mr Wise has cleared the black sacks of garden waste. The work is now complete.	CLOSED
410/16	CHANGES TO LOCAL BUS SERVICE	

	The Parish Council will collect the information on travel needs and will pass this to Mr Bassett who will co-ordinate with Mr Meads. Cllrs Bosley, Game and Webb to telephone attendees of the July meeting.	VAB/IG/FW
411/16	BANKS ON LETCOMBE HILL BGG have quoted £100 for this. Cllr Webb proposed accepting the quote. Cllr Bosley seconded. RESOLVED. Clerk to instruct BGG.	Clerk
412/16	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.	C/F Clerk/FW
413/16	ANY OTHER BUSINESS Overhanging vegetation: Clerk has written to a resident of Hedge Hill Road asking that overhanging vegetation is cut back. Wooden Gate into Recreation Area: It was noted that this gate is being lifted from its hinges. Mr Wise has repaired the damage done to the hinged and secured the gate.	CLOSED CLOSED
	AGENDA ITEMS	
414/16	PLANNING MATTERS: P16/V2691/FUL – development of 8 open market and 5 affordable houses on land south of Hayes. An extension has been agreed to 9 th December. The Parish Council planning group are working on this. This matter will be determined at the December meeting. Cllr Webb proposed allocating expenditure of £200 to obtain planning advice. Cllr Game seconded. RESOLVED. Village Reclassification: Cllrs Bosley and Webb are working on this.	FW/VAB/IG C/F VAB/FW
415/16	ACCOUNTS Approval of November Payments: The full list of payments is attached to these minutes. The Accounts for Payment for November 2016 total £2667.80 Cllr Webb proposed approving the payments. Cllr Game seconded. RESOLVED. The cheques were signed. Purchase of IT equipment: Quotes for laptops and software were presented. Cllr Game proposed accepting the John Lewis quote and the quote for MS Office 2016. Cllr Bosley seconded. RESOLVED. Cllr Bosley to purchase the laptops. Clerk to purchase the software. Clerk to obtain quotes for all-in-one printer/scanners. 2017/18 budget: Clerk to prepare a draft budget for 2017/18 for discussion at the next meeting.	VAB/Clerk
416/16	NEIGHBOURHOOD PLAN Five volunteers have come forward as a result of the leaflet drop. The next meeting is on 15 th November.	
417/16	ANNUAL REVIEWS Annual Asset Inspection: This matter has been carried forward to a future meeting. A date for the inspection needs to be arranged. Review of Contracts and Leases: It was agreed to carry this forward to a future meeting. 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.	C/F VAB/FW C/F: Clerk C/F: Clerk
418/16	RECREATION AREA	

	<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. A proposal for the disclaimer notice was presented. The wording was amended slightly. The meeting agreed to purchase one sign without a post but with fixings for the fence.</p> <p>Cllr Game agreed to clean the swing seats next Thursday.</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. The lock has been purchased but not yet installed.</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. Cllrs Webb and Bosley agreed to sweep the court. Mrs Terry has agreed to remove the tennis nets. Mr Terry will turn off the water.</p> <p>Allotments: The new troughs are being delivered next week and Mr Terry has agreed to install them but this is unlikely to be until next year.</p> <p>Allotment letters have been sent out. Cllr Webb to collect the allotment rents.</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. A complaint has been received about the state of the car park.</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: VAB/FW</p> <p>C/F: IG C/F: Clerk</p> <p>VAB Clerk</p> <p>VAB/FW</p> <p>FW</p> <p>VAB</p> <p>C/F: VAB/FW</p> <p>Clerk</p>
419/16	<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. It was agreed that this should be checked before each PC meeting. 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>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.</p> <p>2017/18 Contract</p> <p>Three schedules will be offered next year.</p>	<p>C/F</p> <p>Clerk</p> <p>C/F: Clerk</p> <p>FW/VAB</p> <p>C/F: FW/IG</p> <p>C/F: Clerk</p>

	<p>Schedule A – Large area – ask BGG and Cannings for a quote.</p> <p>Schedule B – Small area – ask Mr Wise and Dawson landscaping for a quote.</p> <p>Schedule C – Oxfordshire Together – ask BGG and Cannings for a quote.</p>	
420/16	<p>FOOTPATHS AND PAVEMENTS</p> <p>DMMO Request: Mr Judson from GLASS has reported that he has received no response from the Trail Riders. He will proceed with signs requesting that the lane is only used in a downhill direction.</p> <p>Other Footpaths: At a previous meeting 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. No response yet.</p>	Mr Judson
421/16	<p>RECRUITMENT OF DEPUTY CLERK</p> <p>The meeting resolved to offer the post to Sheryl Sanders with a start date of 28th November.</p>	Clerk
422/16	<p>RECRUITMENT OF NEW COUNCILLORS</p> <p>An advert has gone out on the village facebook page. No response so far.</p>	
423/16	<p>CLERK'S CORRESPONDENCE</p> <p>Request for an additional inscription for Mrs Scrivens: This was approved.</p>	
424/16	<p>ITEMS FOR CHALLOW NEWS</p> <p>Items to be included in the next Challow News article are:</p> <ol style="list-style-type: none"> 1. Sign up for village email 2. Dog mess in the village and on the football pitch 3. Christmas bin collections 4. Neighbourhood Plan update 5. Casual Vacancy 6. Ask that waste bins are removed from the kerbside as soon as possible after the waste collection 7. Compliments of the season 	Clerk
425/16	<p>ANY OTHER BUSINESS</p> <p>Overgrown tree in Old School Lane: It was agreed to write to a resident of Hedge Hill Road asking him to sweep up the leaves.</p> <p>Tree on Canal Lane: Cllr Bosley would like a letter written about a tree on Canal Lane. Cllr Bosley to summarise what is required.</p> <p>Buddleia, Old School Lane: Mr Wise has been asked to trim the buddleia in Old School Lane.</p>	Clerk VAB
426/16	<p>DATE OF NEXT MEETING:</p> <p>The next meeting will be Wednesday 7th December 2016 at 7.30pm.</p>	

The meeting closed at 11.12pm