

**Minutes of the Meeting of East Challow Parish Council,
Wednesday 7 December 2016 at 7.30pm at the Village Hall**

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

Clerk/Finance Officer: Julia Evans, Deputy Clerk: Sheryl Sanders

County and District Councillor: Cllr Yvonne Constance

PCSO:

Members of the Public:

		Action
427/16	APOLOGIES FOR ABSENCE: Apologies received from PCSO Pack	
428/16	MINUTES OF MEETINGS HELD 9 November 2016. Councillors had insufficient time to read minutes	C/F: All Cllrs
429/16	DECLARATIONS OF INTEREST: Cllr Game declared an interest in items regarding Letcombe Hill	
430/16	PUBLIC DISCUSSION TIME: no members of public present	
431/16	COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS: District Council – Cllr Constance reported that the Local Plan (part 1) will be adopted by the Vale on 14 th December this will mean there will be a 7.1 year housing land supply. The call for Local Plan (part 2) have been collected. They will be published in February along with details of those sites which have been selected. This will then go to public consultation. It is important to East Challow that their Neighbourhood Plan runs in parallel to the development of Local Plan (part 2). The boundary review proposes to move the Business Park into Grove parish. The changes will mean that the village will lose the ability to influence and control activity on the site, but it will still be impacted by it. ECPC has always objected to previous boundary reviews. East Challow would also lose business rates should they be re-introduced. County Council – Cllr Constance noted that the planning application for the Goodlake Arms should state that the land in front of the building is public land. She also noted that any consideration of planning must make allowance for the proposed roundabout which has been promised under the approved Park Farm planning application. Cllr Constance was thanked for attending.	
432/16	POLICING REPORT: This was not available.	
	MATTERS ARISING	
433/16	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

434/16	GRANTS POLICY Clerk to create a draft for consideration by the council. Carried forward. To be added to the January agenda	C/F Deputy Clerk
435/16	STREET LIGHTING A light at the junction of Woodhill Lane and the A417 is intermittently shining. It will be monitored. Lights not working – Windmill Place & Hedge Hill Road. Faults to be entered on Fix my Street	Deputy Clerk
436/16	ROAD DRAINS It was reported that the road drains in Vicarage Hill were now full of leaves. Clerk to report.	Deputy Clerk
437/16	DEFIBRILLATOR PROJECT Mr Cannings is meeting with Cllr Bosley 8 December 2016 to assess what is required and quote with a view to install the defibrillator .	VAB
438/16	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. First village newsletter has been emailed. Deputy Clerk to contact local organisations to see if they would like to add information.	Deputy Clerk
439/16	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. The village hall committee are looking at a remote control system for the central heating.	VAB
440/16	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. Mr Cannings is meeting with VAB 8/12/16. The Clerk has asked Jamie Wiltshire to quote for a replacement door.	VAB
441/16	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. The village hall management committee to monitor SSE website.	C/F CLOSED
442/16	CONTRACTS OF EMPLOYMENT FOR ALL ECPC STAFF Contracts of employment have been given to staff: the clerk, the deputy clerk and the litter picker. Clerk to create contract of employment for village handyman. The chair said she felt that it should mention his services may be needed to extend to helping with odd-jobs at the village hall.	Clerk
443/16	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	C/F: Clerk

	mandate change form. It was agreed to apply for online viewing access to the accounts at the same time.	
444/16	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 at present school buses are using the route in convoy. Clerk has received a response stating that bus companies have been asked to use Ham Road. The clerk has sent an email to Berkshire County Council as one of the buses carries passengers to Lambourn. To be monitored.	Clerk
445/16	CHANGES TO LOCAL BUS SERVICE Cllrs Bosley, Game and Webb have spoken to /telephoned attendees of the July meeting. A short term solution is being looked into.	VAB/IG/FW
446/16	BANKS ON LETCOMBE HILL BGG have quoted £100 to cut the banks on Letcombe Hill. Cllr Webb proposed accepting the quote. Cllr Bosley seconded. RESOLVED. The Clerk has instructed BGG. Work not done yet. The Clerk to chase up.	C/F Clerk
447/16	VILLAGE HANDYMAN The clerk has asked 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.	CLOSED
	AGENDA ITEMS	
448/16	PLANNING MATTERS: P16/V2911/FUL – change of use to residential house at the Goodlake Arms, Main Street. The Parish Council agreed to object. Cllr Bosley to produce a response on behalf of the PC and send to clerk and deputy clerk.	VAB/Clerk/Deputy Clerk
	P16/V2691/FUL – development of 8 open market and 5 affordable houses on land south of Haynes. An extension has been agreed to 9 th December. The Parish Council agreed to object. Cllr Bosley will send response to clerk & deputy clerk	VAB/Clerk/Deputy Clerk
	P16/V2950/HH – Development work – 2 High View Response by 20/12/16. Following discussion, the council voted as follows: 2 objected, 1 abstained & 1 did not object therefore the response will be an objection	VAB/Clerk/Deputy Clerk
	Village Reclassification: Cllrs Bosley and Webb are working on this.	C/F VAB/FW
449/16	ACCOUNTS Approval of December Payments: The full list of payments is attached to these minutes.	

	<p>The Accounts for Payment for December 2016 total £2515.19 Cheque for Tiger Furniture not signed – awaiting invoice.</p> <p>Cllr Game proposed approving the payments. Cllr Webb seconded. RESOLVED. Remaining cheques were signed.</p> <p>2017/18 budget:</p> <p>Clerk proposed to set precept of £30,000 this equates to £89.56 per D band property. Cllr Bosely proposed, Cllr Game seconded.</p>	
450/16	<p>NEIGHBOURHOOD PLAN</p> <p>At the meeting held 6/12/16 Mr Rumsey was elected as chair and Mr Cannings as vicechair. Peter Rumsey to contact Mr Sparling (NDP officer) for support. Members of the steering group who are not parish councillors need to complete a register of interest form. A Meeting has been scheduled 12/12/16 to define terms of reference.</p>	
451/16	<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. The following rates were suggested: Interment fee: £75 Purchase of plot (Burial): £225 Purchase of plot (Cremation): £120 Re-opening of plot (Burial): £120 Re-opening of plot (Cremation): £90 Headstone: £75 Additional inscription £25 Cllr Webb proposed. Cllr Game seconded</p>	<p>C/F VAB/FW</p> <p>C/F: Clerk</p> <p>Closed</p>
452/16	<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. 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. The seats have now been cleaned.</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>Tennis Court: At a previous meeting it was reported that the posts are to be refurbished. Deputy Clerk to contact Mark Kay. Cllrs Webb and Bosley have swept the court. Mrs Terry has removed the tennis nets.</p> <p>Allotments: The new troughs have been delivered and Mr Terry has agreed to install them but may not be done until next year in the spring.</p> <p>Letter has been sent to Mr Salt offering a plot.</p>	<p>C/F: VAB/FW</p> <p>Closed</p> <p>C/F: Clerk</p> <p>Deputy Clerk</p> <p>Deputy Clerk</p>

	<p>Allotment letters have been sent out. Allotments rents have been collected by Cllr Webb.</p> <p>2 copies of the rules to be given 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 had spoken with Mr Terry who was going to look into the costs for a proposed solution. It had been suggested at a previous meeting that signs should be erected warning people that that they use the car park at their own risk. Cllr Bosley has ordered 1 notice and 1 post.</p> <p>A complaint has been received about the state of the car park. Deputy clerk to chase Mr Terry for proposed solution.</p> <p>Pavilion: A burst pipe has caused damage to the ceiling. An assessment is needed to make an insurance claim</p> <p>Wildflower Meadow: Miss Warden has offered to advise on the management of the wildflower meadow.</p> <p>The chairman has turned off the water. This had not previously been done.</p>	<p>C/F: VAB</p> <p>Deputy Clerk</p> <p>Clerk</p> <p>Clerk/Deputy Clerk</p>
45316	<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>The fallen bough in the top car park has been removed.</p> <p>Top Cemetery: Mr Cook, of Gardentime, has been instructed to go ahead with the development of new ashes plots. He had said that he may start work in October. No work has commenced to date. 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 has chased Mr Wise and he has agreed to do this,</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. The meeting agreed to review this again in the spring.</p> <p>2017/18 Contract for Grounds Maintenance</p> <p>Three schedules will be offered next year.</p> <p>Schedule A – Large area –BGG and L J Cannings have been asked to quote.</p> <p>Schedule B – Small area –Mr Wise and Dawson landscaping have been asked to quote.</p> <p>Schedule C – Oxfordshire Together –BGG and Cannings have been asked to quote</p>	<p>C/F VAB</p> <p>Closed C/F Clerk</p> <p>FW/VAB</p> <p>Review Spring</p>
454/16	<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. No progress to date.</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</p>	<p>C/f Mr Judson</p> <p>CLOSED</p>

	Emma Turner at the Vale. A retrospective request for planning permission has been submitted. See 448/16 ECPC minutes.	
455/16	MEMORIAL BENCH Mr Knight has requested to place a memorial bench in the new cemetery under the tree near to his son's grave. Cllr Bosley agreed in principle and will talk to the family about the location.	VAB
456/16	RECRUITMENT OF NEW COUNCILLORS An advert has gone out on the village facebook page. No response so far.	
457/16	CLERK'S CORRESPONDENCE Request from the Independent Advice Centre. £100 was proposed from Cllr Bosley. Cllr Webb seconded. Clerk to raise cheque	Clerk
458/16	ITEMS FOR CHALLOW NEWS No items to be added because there is no publication this month	
459/16	ANY OTHER BUSINESS 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 from his over-hanging tree. Letter written Tree on Canal Lane: The tree which had been a problem has been cut down. Buddleia, Old School Lane: Mr Wise has been asked to trim the buddleia in Old School Lane.	Closed Closed Closed
460/16	DATE OF NEXT MEETING: The next meeting will be Wednesday 11 th January 2017 at 7.30pm.	

The meeting closed at 11.05