

**Minutes of the Meeting of East Challow Parish Council,
Wednesday 15 February 2017 at 8.00pm at the Village Hall**

Present: Cllr Vanessa Bosley, Cllr Frances Webb, Cllr Iris Game,
Clerk/Finance Officer: Julia Evans, Deputy Clerk: Sheryl Sanders

Members of the Public: 2 members of the public

		Action
40/17	APOLOGIES FOR ABSENCE: Apologies received from Cllr Yvonne Constance	
41/17	MINUTES OF MEETINGS HELD 11 January 2017 Cllr Game proposed accepting the minutes. Cllr Webb seconded. RESOLVED.	
42/17	DECLARATIONS OF INTEREST: Received from Cllr Game on matters concerning Letcombe Hill	
43/17	PUBLIC DISCUSSION TIME: Nothing to report	
44/17	<p>COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS:</p> <p>District Council: A report was received from Cllr Constance as she was absent from the meeting. Planning Application – P16/V269/FUL - Wises Farm – The planning officer is still collecting responses and information and no recommendation has been made yet. If his recommendation is to approve, Cllr Constance will oppose on at the planning committee on the grounds of traffic safety, flooding and extending the village westwards onto greenfield site before Neighbourhood Plan and LPP2 allocations are agreed. There is a 7.1 YHLS so no justification for permitting any development other than infill in the village. LPP2 is being selected in March. Dandara's site north of East Challow lies outside the area to deliver Oxford's Unmet Need of 2200 houses. Selected sites will be published with full lists of sites offered by 9 March 2017. No further development has been seen at the approved sites (Council Depot or Park Farm) or progress on the attempt to convert 'field barns' to houses along the canal.</p> <p>County Council: It has been established that the land outside the Goodlake Arms is owned by OCC. The bollards have been removed. The drains have been cleared on Letcombe Hill, but they are full up with silt. Street lights have been checked and are believed to be working.</p> <p>Officers have supplied information about OCC funding to support start-up of a community bus. Information has been forwarded to the Vale's Area Grants.</p> <p>COUNTY UNITARY: County Council consultation is out for responses by early March proposing a strategic county-wide body of about 125 cllrs. who will also sit on Area Boards (based on current districts/City) to make decisions for delivery closer to residents affected. Last week SouthandVale suddenly announced they are supporting this new structure in principle, but want some changes. There is a County Council Briefing for town and parish councils which might have more to report. Cllr Constance has pressed</p>	

	for REAL powers for the Area Boards (esp. precept-raising powers, like those for Parish Councils, for projects specific to the area like the Stanford Tip) and proper representation for each Area on the strategic cabinet, which are included in the consultation. Cllr Constance doesn't accept the current proposal to cap Area Boards' planning powers at developments of 200 houses - it is not known what impact the South and Vale changes will have on the proposals. Also it is not clear what position the other 3 Councils are taking; nor whether the unitary proposal can proceed without their agreement.	
45/17	POLICING REPORT: This was not available.	
	MATTERS ARISING	
46/17	ASSET REGISTER The deputy clerk provided a copy of the register to all councillors. To be reviewed and updated by Cllr Bosley & Cllr Webb	Cllr Bosley Cllr Webb
47/17	GRANTS POLICY The deputy clerk provided a copy to the councillors	
48/17	STREET LIGHTING Cllr Constance has reported by email that all lights that had been reported as not functioning are now functioning, however it appears that the light that had been reported in Hedge Hill Road by Cllr Constance as not functioning was incorrect. The deputy clerk will check on 'Fix my Street' with regards to the status.	Deputy Clerk
49/17	ROAD DRAINS The road drains in Letcombe Hill are full of silt. Deputy Clerk will inform Cllr Constance.	Deputy Clerk
50/17	DEFIBRILLATOR PROJECT Cllr Bosley has received a quote for the installation of the defibrillator into the old phone box. Cllr Bosley proposed to accept this quote and Cllr Webb seconded. The Clerk will respond to Mr Cannings (Calber) and chase the red paint from Community Heartbeat as it has still not been received.	Clerk
51/17	PARISH COUNCIL WEBSITE The Deputy Clerk is to contact local organisations to see if they would like to add information to the website once she has received the updated contacts list from Cllr Bosley. The Clerk and Deputy Clerk will set up page on the website for the Neighbourhood Planning Committee.	Deputy Clerk Deputy Clerk/Clerk
52/17	VILLAGE HALL MANAGEMENT COMMITTEE The Village Hall Committee are looking at quotes for new radiators – there has been problems with the heating of late. The village hall management committee thanked the parish council for its help in purchasing new chairs.	CLOSED
53/17	S106 FUNDS S106 Funds from Stockham Park development (tennis grant)– Quotes have been received from Barry Fisher and Mr Cannings for the plumbing work required. The Clerk will ask for a revised quote from Barry Fisher as it is now old. A quote from Jamie Wiltshire regarding the replacement door of the toilet.	Clerk
54/17	REVIEW OF EMERGENCY PLAN	C/F

	Clerk had previously emailed the amended document with paper copies to Cllr Game, Cllr Webb and Cllr Bosley to be reviewed and updated. This matter was carried forward.	
55/17	CONTRACTS OF EMPLOYMENT FOR ALL ECPC STAFF The contract for the village handyman has been reviewed and amendments have been given to the Deputy Clerk so that she can amend and give a copy to Steve Terry.	Deputy Clerk
56/17	Review of Bank Account Signatories: The Clerk has applied for view only for both bank accounts. Cllrs Webb & Bosley are to complete the necessary forms.	Cllr Webb Cllr Game
57/17	HEAVY TRAFFIC ON LETCOMBE HILL The buses appear to be driving up Letcombe Hill still. The Deputy Clerk will continue to monitor and email the relevant councils as necessary.	Deputy Clerk
58/17	CHANGES TO LOCAL BUS SERVICE/COMMUNITY BUS The Deputy Clerk asked Cllr Bosley to advise her on the wording for the letter of acknowledgement to Mr Knight regarding his proposal for a community bus stating that the Parish Council fully support his endeavours.	Deputy Clerk Cllr Bosley
59/17	Village Reclassification: Cllrs Bosley and Webb are working on this.	C/F VAB/FW
60/17	MEMORIAL SEAT – NEW CEMETERY Mr Hudson confirmed that the seat could be sited under the tree as requested by Mr and Mrs Knight. Mr Knight will purchase the seat and arrange for it to be fitted.	CLOSED
61/17	THE NEW CEMETERY Mr Hudson updated the parish council on possible path layout plots for ashes and the possibility of an access into the cemetery from the church grave yard. Mr Hudson will provide a large drawing of the marked plots. Mr Hudson will issue the Parish Council with an invoice detailing his time and costs.	C/F Mr Hudson
62/17	EAST CHALLOW BOUNDARY REVIEW The Clerk has submitted a response.	
	AGENDA ITEMS	
63/17	PLANNING MATTERS P16/V269/FUL – 13 new homes – land south of Haynes (Wise's Farm). The response objecting to the planning application has been sent to the VWHDC – this was agreed at the December meeting. Amended plans have been submitted. A response is due by 17/2/17 P16/V2911/FUL – Goodlake Arms -Change of use – The Clerk has written to the case officer regarding the confirmation from	

	<p>OCC that the land in front of the Goodlake Arms belongs to OCC. P16/V2950/HH – 2 High View. No response to date King Alfred's Academy Building Plans. – Mr Smith had emailed The Clerk regarding the proposed plans to King Alfred's West Site. The Parish Council would like to invite Mr Smith, of King Alfred's Academy to the March meeting to show the proposed plans. The Deputy Clerk will email a response inviting him to the meeting.</p>	Deputy Clerk
64/17	<p>ACCOUNTS Approval of January Payments: The full list of payments is attached to these minutes. The accounts for Payment for February 2017 total £2106.81 Cllr Webb proposed, Cllr Game seconded. Review Q3 Accounts The Clerk will give the information to the councillors to review. It was agreed they will review Q2 & Q3 at the same time. Appointment of Auditor It was agreed to appoint Trish Ingham as the internal auditor. The Clerk will contact her.</p>	Cllr Bolsey Cllr Game Cllr Webb The Clerk
65/17	<p>NEIGHBOURHOOD PLAN The steering group chaired by Mr Rumsey, are working on the project plan. Two members have returned their declaration of interest forms to the deputy clerk. Meetings are planned with Bluestone & CFO (Community First Oxfordshire). Both are consultants who advise on Neighbourhood Plans. A meeting will be held on 13 March at Challow & Childrey Cricket Clun for villagers to explore and contribute towards the ideas and visions behind the plan.</p>	
66/17	<p>AGREE DATE FOR APM The councillors agreed a date of Tuesday 16 May 2017 @ 8pm for the Annual Parish Meeting. The Deputy Clerk will contact the village hall booking clerk to reserve the Village Hall</p>	Deputy Clerk
67/17	<p>GROUNDS MAINTENANCE Contract for 2017/18 Quotes have been received. It was agreed to award as follows: Schedule A – Holts Landscapes Schedule B – Calber Schedule C – BGG The Clerk will inform successful bidders</p> <p>Top Cemetery: The work on the ashes plots has been completed. Cllr Bosely reported that it looked good. The plan needs to be updated with the addition of the new plots.</p>	The Clerk Clerk/Deputy Clerk

	<p>RECREATION AREA</p> <p>Play Area: A cheque was raised so that Cllr Bosley can collect the car park disclaimer signs. They will be erected by the village handyman.</p> <p>Tennis Court: The tennis courts need to be swept. A sign is to be typed stating that the tennis court is locked until further notice because of the condition of the surface. It will need to be laminated and given to Cllr Game.</p> <p>Allotments: Cllr Webb has shown Mr Salt his plot. All rents have now been received.</p> <p>Car Park adjacent to school: At a previous meeting it was agreed to discuss repair of the car park surface. Cllr Bosley spoke 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 they use the car park at their own risk. Cllr Bosley has ordered 1 notice and 1 post. The post and notice is ready to be collected.</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: Mr Jamie Wiltshire has provided a quote for the door, but this won't be progressed until we receive Section 106 funding. Jamie Wiltshire has quoted to repair for the damaged ceiling caused by a burst pipe. Mr Cannings will quote for the repair to the damaged ceiling and investigate the cause of the burst pipe.</p> <p>Wildflower Meadow: Miss Warden has offered to advise on the management of the wildflower meadow. The Clerk will chase this.</p> <p>SSE – Work to Trees – Northen Edge of The Football Field</p> <p>SSE have contacted East Challow Parish Council asking to cut the trees as they are interfering with electric wires. It was agreed they will be permitted to do so and will be asked to put the clippings along Cornhill Lane.</p>	<p>Cllr Bosley</p> <p>Deputy Clerk</p> <p>Cllr Bosley</p> <p>C/F Deputy Clerk</p> <p>C/F Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
68/17	<p>ENVIRONMENTAL MATTERS</p> <p>Cllr Webb was thanked for collected the dog bin from the tow path. It has been reported that the bushes are overgrown at the footpath behind the Goodlake Arms. Both the upper and lower footpath by the Goodlake have holes in the surface.</p>	Deputy Clerk

69/17	<p>FOOTPATHS AND PAVEMENTS 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. The Clerk will contact the county countryside officer, Arthur Mckeowan James. Residents of Windmill Place have complained about a delivery lorry parking on grass verges and damaging the grass outside their properties. The clerk has written a letter to Hermes (the delivery firm) to highlight this problem. Residents are still experiencing problems. There has been no response to date. The deputy clerk will chase a response and send a letter of acknowledgement to Mr Dixey.</p>	<p>C/f Mr Judson</p> <p>Clerk</p> <p>Deputy Clerk</p>
70/17	<p>RECRUITMENT OF NEW COUNCILLOR Ruth Vigor-Molyneaux attended the meeting. She will be co-opted on to ECPC in full at the March meeting. Cllr Bosley reported that Cllr Gill had called her saying that she wished to resign from her post as a parish councillor with immediate effect. The deputy clerk will ask her to confirm this is writing.</p>	<p>Deputy Clerk</p>
71/17	<p>CLERK'S CORRESPONDENCE There was nothing to report</p>	
72/17	<p>ITEMS FOR CHALLOW NEWS Litter Bins – Household waste is being put in the litter bin by the bus shelter. This should not be done. Neighbourhood Plan - There will be an open meeting for villagers to share thoughts and visions of East Challow. 13 March 2017, 7.30pm, Challow & Childrey Cricket Club. Get extra support during power cuts . VACANCY FOR PARISH COUNCILLOR The next parish meeting is Wednesday 8 March @ 7.30</p>	
73/17	<p>ANY OTHER BUSINESS Buddleia, Old School Lane: Mr Wise had been asked to trim the buddleia in Old School Lane. Cllr Bosley will speak to Mr Wise as it has not been done. Cllr Game asked for clarification on the amount of money which has been raised at the Queen's Jubilee summer fete – also what had happened to the remainder. Cllr Bosley agreed to find out. It was decided to add the cleaning of the white gates at the approaches to the village to the handyman's contract. The clerk will check the liability insurance cover. 10 posts are required for the village green. Quotes will be obtained from Webbs and one other supplier</p>	<p>Cllr Bosley</p> <p>Cllr Bosley</p> <p>The Clerk</p> <p>Cllr Bosley</p>
74/17	<p>DATE OF NEXT MEETING: The next meeting will be Wednesday 8 March 2017 at 7.30pm.</p>	

The meeting closed at 10.15pm