

**Minutes of the Meeting of East Challow Parish Council,
Wednesday 9 September 2017 at 7.30pm at the Village Hall**

Present: Cllr Vanessa Bosley (Chair), Cllr Frances Webb (Vice Chair), Cllr Iris Game, Cllr Yvonne Constance (County & District Councillor) Sheryl Sanders (Clerk), Julia Evans (RFO)

Two members of the Public: Sarah Parker & Olwyn Keep

		Action
264/17	APOLOGIES FOR ABSENCE: Apologies received from PCSO Howard Pack. No apologies were received from Cllr Ruth Vigor-Hedderly	
265/17	MINUTES OF MEETINGS HELD 9 August 2017 Cllr Webb proposed accepting the minutes. Cllr Game seconded. RESOLVED.	
266/17	DECLARATIONS OF INTEREST: None were declared	
267/17	PUBLIC DISCUSSION TIME: A member of the public was concerned that trees (backing on to Canal Lane) in Nalder Fields estate, have been cut. Cllr Bosley will visit the site. It was also mentioned that mopeds are using the towpath. Cllr Bosley will contact PCSO Howard Pack. The green OCC footpath signs are not visible/present to enable walkers to follow the canal towpath. Cllr Bosley to check on this.	Cllr Bosley Cllr Bosley
268/17	COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS: Cllr Constance reported on VWHDC matters. Cllr Ed Vaizey is still hopeful of the re-opening of the railway station at Grove. Cllr Constance requested information on the Neighbourhood Plan, information on the survey and how the Dandara site was presented to the village by the Neighbourhood Development Planning Group. Cllr Constance requested a copy of the survey and the results to be emailed to her. BOATS/Byways – Cllr Constance met with the countryside team. There has been a delay in OCC's Seasonal Traffic Orders which prohibit vehicles, using BOATS and some byways in the winter. There has been no response from Arthur McKewan James regarding the report we are waiting for following his visit to the site. Cllr Constance reported this could be due to the re-structuring of staff. The clerk asked Cllr Constance how 'Fix my Street' was monitored and how work was allocated, Cllr Constance advised that work was allocated directly from the website to the council. The clerk was concerned that work was not carried out promptly and she was unsure how to escalate this. Cllr Constance advised the clerk to contact Mr Keith Stenning (area operations) of Oxfordshire County Council. Community Bus – The ongoing project requires charity status to enable it to obtain certain grants and funding. It is a complicated process. Cllr Constance has £4300 to give to councils – we must bid for this by the end of September.	Clerk

	<p>Vale Community Award Scheme – There are 3 nominations for this. Cllr Constance reported that recycle bags were no longer needed for food waste recycling.</p> <p>Community Governance Review – Grove Technology Park. Proposal of possible change to the parish boundary of Grove to include Grove Technology Park. East Challow Parish Council intend to ask the Governance Review Committee to not change the boundary. This must be responded to by 16 October 2017. The clerk will submit a reply prepared by the Parish Council based on previous responses.</p>	<p>Cllrs/Clerk</p> <p>Clerk</p>
269/17	<p>POLICING REPORT: No policing report was available</p>	
	<p>MATTERS ARISING</p>	
270/17	<p>ASSET REGISTER A draft format of the register will be finalised and given to the clerk for typing.</p>	<p>c/f Cllr Bosley</p>
271/17	<p>IMPLEMENTATION OF COMMUNITY BUS The clerk has prepared a letter to the chairman of the Roundtable asking for a donation – the letter will be held by Cllr Bosley until there has been further progression with the project.</p>	
272/17	<p>DONATION REQUEST FOR CHURCH TOILET AREA/CATERING FACILITIES The RFO considered the request from the PCC but informed the council that there are no powers to support the church and there are not sufficient funds. It was resolved that a donation will be budgeted for next year. The RFO will write to the PCC informing them of the decision.</p>	<p>RFO</p>
273/17	<p>DONATION REQUEST FOR CHALLOW NEWS. The RFO advised that the amount of the donation to the Challow News last year was £250.00. The RFO will raise a cheque for the same amount for the donation this year</p>	<p>RFO</p>
	<p>AGENDA ITEMS</p>	
274/17	<p>PLANNING MATTERS : The council will not be meeting in October as the meeting would be inquorate due to absences of councillors. It was agreed by the councillors that any planning decisions that arise and require responses will be brought to the planning sub-committee and decided outside of the meeting.</p>	
275/17	<p>ACCOUNTS Approval of September Payments: The full list of payments is attached to the minutes. The accounts for payment for September 2017 total £6744.14 – Total for approval is £6733.35. Cllr Webb proposed and Cllr Game seconded.</p> <p>An invoice dated March 2017 remains unpaid to Calber Facilities. The invoice is under query from the Parish Council and a breakdown of the cost is to be requested.</p>	<p>RFO</p>

	Approval for the October payments was requested from the RFO as there will not be a meeting in October: Cllr Game proposed and Cllr Webb seconded.	
276/17	NEIGHBOURHOOD PLAN Cllr Webb updated the Parish Council, pointing out that all up to date information is on the East Challow Parish Council's website.	
277/17	GROUNDS MAINTENANCE It was agreed to offer a second year to the current contractors. Proposed by Cllr Webb and seconded by Cllr Game. The RFO will write to the them and ask them to attend the November meeting to sign new contracts and talk through any problems found during this year.	RFO
278/17	RECREATION AREA Play Area/inspection: The repair to the wooden edges around the safety matting is still outstanding. The handyman, who was going to renew the damaged edges, has resigned from his position. Sue Terry has agreed to carry out the monthly inspection of the play area until further notice. Pavilion: The RFO was asked to clarify the situation regarding the pavilion. It was reported that in 2016 S106 funds were received to update the Tennis court. These funds are to be used for: replacing the tennis net and updating the toilet for use by people using the recreation facilities. The work to be carried out was to replace the porcelain, install a hand dryer and a new light, and to replace the door. The internal work, i.e. placing the porcelain and electrical installations are outstanding. In 2016 a quote was received for the plumbing work. The plumber declined to quote for the electrical installations. Further requests for quotations from local plumbers went unanswered as did requests to at least four electricians. In December 2016 the Chairman reported flooding in the pavilion. The Clerk attended the site and took photographs, then reported the situation to the insurers. The insurers notified the Clerk that the repair to the ceiling would be covered by the policy but not the rectification of the issue which caused the damage. The Clerk obtained one quote for the repair of the ceiling. The Chair was asked to contact Calber asking them to carry out the following: 1. To investigate and identify the source of the problem; 2. To quote for the repair of the fault once established; 3. To quote for the repair of the ceiling; 4. To quote for the porcelain and electrical work in the toilet. At this point there appears to have been some confusion. Calber did not provide the information requested in a clear manner, but instead combined everything into one single quote. They further	

	<p>muddied the waters by suggesting that a defective roof was the cause of the problem.</p> <p>It was agreed to obtain another quote for work to the pavilion pipework.</p> <p>The RFO asked the original plumber for an updated quote for the porcelain work in early 2017. He declined to quote.</p> <p>The Parish Council has clearly identified ringfenced funds for the porcelain and electrical work in the toilet and also for the repair to the ceiling in the pavilion. With regard to the porcelain and electrical work in the toilet, officers of the council have <i>strived</i> to obtain three quotes in accordance with our Financial Regulations, but have been unable to obtain them. There are two extant quotes for the repair of the ceiling (Calber and Jamie Wiltshire). There are two extant quotes for the repair to the pipework in the pavilion (Calber and Plumbedwright).</p> <p>It was pointed out that the Park Farm development, currently at Reserved Matters stage, will provide significant S106 funding for the pavilion and the recreation area. These funds are due to be paid before the first occupation. Following discussion it was agreed that work to the pavilion should be suspended for the time being with a working group, to be appointed, decides on a strategic redevelopment plan for the pavilion and recreation area. The funds currently being held will continue to be ringfenced and will be used for their proper purpose as part of that redevelopment. Proposed: Cllr Bosley; Seconded; Cllr Webb. Agreed unanimously. RESOLVED.</p> <p>Football Pitch: Following the resignation of the handyman. The clerk will ask Mrs Terry if she can secure the nets with cable ties,</p> <p>Allotments: Allotment rents are due. There will be no increase in rent this year. The clerk will send letters to current allotment holders inviting them to renew for another year. Cllr Web will collect the rent.</p> <p>Parish Carpark: Adjacent to the school. The clerk has received 2 quotes for the erection of a fence to replace the broken/damaged one. It was agreed that this was a safety issue and therefore we should not wait for the 3rd quote that had been requested. It was agreed to instruct Holts Landscapes to carry out the work. Proposed by Cllr Webb, seconded by Cllr Game. The clerk will instruct Holts Landscapes to commence work,</p>	<p>Clerk</p> <p>Clerk</p>
279/17	<p>REVIEW OF CEMETERY RULES The clerk has amended the rules and posted them to East Challow Parish Council's website</p>	CLOSED

280/17	ENVIRONMENTAL MATTERS – LITTER WARDEN VACANCY Following the resignation of Mrs Ford, the Parish Council are seeking a replacement. The job has been advertised and 2 people have shown interest. Cllr Bosley asked the clerk to let her have a copy of the route Mrs Ford had used. The clerk and the chairman will put together a job description and the clerk will send a copy of it together with an application form to the interested parties.	Clerk/Cllr Bosely
281/17	FOOTPATHS/RIGHTS OF WAY Cornhill/Green Lane This topic was discussed by Cllr Constance during the District & County Council matters	
282/17	SPEEDING	C/F
283/17	BURIAL REGISTER/REGISTER FOR NEW CEMETERY	C/F
284/17	TRAINING Cllr Bosley requested to attend a OALC charities course on 18 October 2017. Proposed by Cllr Webb, seconded by Cllr Game. The RFO will raise a cheque.	RFO
285/17	VILLAGE NOTICE BOARD MAINTENANCE	C/F
286/17	CLERK'S CORRESPONDENCE <ul style="list-style-type: none"> • Be Free Young Carers request for grant aid • Letter received regarding the New Cemetery grass cutting to be discussed at the next meeting with the contractor, • OCC regarding household waste being charged for at the waste recycling centre, The clerk will add some information to the website and the put the notice on the noticeboard • The typo on the minutes 227/17 was amended. 	C/F C/F
287/17	ITEMS FOR CHALLOW NEWS The items for the Challow News will be put together by the clerk and the chair outside of the meeting	Clerk/Chair
288/17	CO-OPTION OF PARISH COUNCILLOR Sarah Parker was welcomed to the table by Cllr Bosley. She was given a 'Declaration of Acceptance of Office' which she signed. The clerk witnessed the signature. The clerk also gave her a 'Register of Members' Interests' to be completed and returned to the clerk., a copy of the Code of Conduct and a copy of the 'Financial Regulations'.	

.The meeting closed at 11.00pm

Signed by Cllr Vanessa Bosley (Chair)