

**Minutes of the Meeting of East Challow Parish Council
Wednesday 6 December 2017 at 7.30pm at the Village Hall**

Present: Cllr Vanessa Bosley (Chair), Cllr Frances Webb (Vice Chair), Cllr Iris Game (arrived @8.56pm) Cllr Sarah Parker, Sheryl Sanders (Clerk), Julia Evans (RFO)

		Action
310/17	APOLOGIES FOR ABSENCE: Apologies received from Cllr Ruth Vigor–Hedderly and Cllr Yvonne Constance (both attending a planning meeting) Apologies also from PCSO Howard Pack.	
311/17	MINUTES OF MEETING HELD Wednesday 8 November 2017. Cllr Bosley proposed accepting the minutes subject to the amendments as discussed. Cllr Parker seconded. RESOLVED.	
312/17	DECLARATIONS OF INTEREST: Cllr Bosley declared an interest in all Village Hall matters.	
313/17	PUBLIC DISCUSSION TIME: Mr Colin Moss, representing the Village Hall Committee, attended the ECPC November meeting to discuss the project to reconstruct the toilet facilities at the Village Hall. This will include disabled facilities that meet current regulations and also baby changing facilities. The Parish Council agreed to undertake and fund the project. The Village Hall Committee will manage the project.	Cllr Bosley
314/17	COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS: Cllr Constance was attending a planning meeting. No report for the month had been received.	
315/17	POLICING REPORT: . No report was received.	
	MATTERS ARISING	
316/17	ASSET REGISTER A draft format of the register will be finalised and given to the clerk for typing.	c/f Cllr Bosley
317/17	VILLAGE NOTICE BOARD MAINTENANCE This will be re-visited in the spring 2018	
318/17	DONATION REQUEST FOR CHURCH TOILET AREA/CATERING FACILITIES An amount of money has been put into the 2018/19 Budget for this project.	RFO
319/17	BURIAL REGISTER/REGISTER FOR NEW CEMETERY It was agreed that the current burial register would be sufficient for recording burials in the new cemetery. The RFO asked about the burial plan for the new cemetery. Cllr Bosley said she would ask Mr Hudson for an update.	Clerk Cllr Bosley

	AGENDA ITEMS	
320/17	<p>GROUND MAINTENANCE</p> <p>A revised schedule has been prepared and will be sent to Calber Facilities.</p> <p>A walk around the village with Les Canning of Calber Facilities and Cllr Parker, Cllr Webb and Cllr Bosley to look at and review the outstanding work is planned. Cllr Bosley to speak to Mr Les Cannings.</p> <p>The overgrown hedge on the A417 near Claypit Lane has been cut.</p> <p>Cllr Parker expressed her appreciation of Nick Holt's (Holt Landscapes) work attitude/thoughtfulness towards the grass cutting in the new cemetery. Cllr Parker asked if all contractors could have a Christmas card sent to them expressing our thanks for their work.</p>	<p>RFO</p> <p>Cllr Bosley</p> <p>Clerk</p>
321/17	<p>PLANNING MATTERS :</p> <p>It was discussed that villagers do not appear to be aware of current planning applications. The clerk advised the councillors that she will update the parish website with planning applications and also put something on the website to inform people that they can sign up for email alerts. This information will also be put in the Challow News and on Facebook.</p> <p>P17/V2884FUL – Park Farm (variation of conditions – roundabout). The Parish Council's objections should have been uploaded to the VWHDC's website, but they appeared later than usual as the VWHDC had IT problems.</p> <p>Cllr Constance and Cllr Vigor-Hedderly were both present at the VWHDC's planning meeting to present the Parish Councils objections.</p> <p>P17/V130/FUL – Variation of condition 7. 2,500 dwellings – Grove Airfield. ECPC did not have any objections.</p>	<p>Clerk</p>
322/17	<p>ACCOUNTS</p> <p>Approval of November Payments: The full list of payments is attached to the minutes. Total for approval for November 2017 is £1416.01. Cllr Webb proposed and Cllr Bosley seconded</p> <p>Cllr Bosley has not be able to obtain an electric meter reading from the pavilion.</p> <p>External Audit: There was an issue with the treatment of fixed assets value. The RFO is now aware of the correct procedure for the calculation. The correct calculation will be used next year.</p> <p>Budget 2018/19: The precept was set at £30,070. £1386.00 has been taken from the reserves to enable the precept to remain the same as last year. Cllr Webb proposed accepting the budget and Cllr Bosley seconded. The RFO will sign and return the precept form.</p>	<p>C/f Cllr Bosley</p> <p>RFO</p>

323/17	<p>NEIGHBOURHOOD PLAN The plan is still at policy writing stage. The first draft will be available for review by residents shortly. Bluestone Planning are the new consultant working for VWHDC.</p>	
324/17	<p>DEFIBRILLATOR AWARENESS COURSE: The clerk has sent a booking but has not received confirmation of the date Wednesday 7 February. She will chase the confirmation.</p>	Clerk
325/17	<p>RECREATION AREA</p> <p>Play Area/inspection: Repairs to the wooden edges around the safety matting need to be addressed. No inspection had been carried out this month.</p> <p>Pavilion: Due to the pavilion being 'mothballed'. It was agreed that a quote for the removal of the debris caused by the ceiling damage is no longer needed. The clerk will inform Holt Landscapes.</p> <p>Tennis Courts: Leaves on the court need addressing</p> <p>Football Pitch: Nothing to report</p> <p>Allotments: £157.50 (rent) was given to the RFO and signed copies of the allotment tenancy were given to the clerk. One holder has not renewed this year, the clerk will write to him giving notice to terminate the tenancy and offer the plot to the next person on the waiting list.</p> <p>The clerk will seek a quote for the weed killing and strimming of 2 plots.</p> <p>Parish Carpark: Adjacent to the school.</p> <p>Holt Landscapes have not yet started work on the fence. This is due to be started before Christmas.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
326/17	<p>ENVIRONMENTAL MATTERS – LITTER WARDEN VACANCY</p> <p>A candidate has been interviewed by Cllr Bosley and Cllr Parker. The clerk will contact him offering the job. Upon acceptance the clerk will draw up a contract to start from 2 January 2018. The position is for 3 hours per week.</p>	Clerk
327/17	<p>PURCHASE OF A DICTAPHONE The clerk would like to purchase a Dictaphone to help with keeping an accurate record of meetings. East Challow Parish Council agreed unanimously that a Dictaphone should not be purchased.</p>	

328/17	TRAINING – GDPR (GENERAL PROTECTION DATA REGULATION) 14/2/18 The clerk would like to attend the course. Cllr Parker expressed a wish to also attend. Cllr Bosley proposed that both should attend. Cllr Webb seconded.	Clerk
329/17	CLERK'S CORRESPONDENCE Open Spaces have asked for a donation. It was agreed that ECPC will not be making a donation. An email from a member of the public has been received to say that the waterlogged canal towpath has now been resolved. Mr Hayes had requested photos used on the Village website – the clerk updated Councillors of her phone call to the owner of the photos. Trees along Childrey Lane – Cllr Bosley still has to investigate the extent of the problem.	
330/17	ITEMS FOR CHALLOW NEWS Items to be included in the February edition: Community Awards Appointment of Litter Warden Dogs are not allowed in the play area	Clerk
331/17	DATE OF NEXT MEETING: 10 January 2018	Clerk

The meeting closed at 10.08pm

Signed by Cllr Vanessa Bosley (Chair)
