

**Minutes of the Meeting of East Challow Parish Council  
Wednesday 13 February 2019 at 7.30pm at the Village Hall**

Present: Cllr Vanessa Bosley (Chair), Cllr Frances Webb, Cllr Sarah Parker  
In attendance Sheryl Sanders (Clerk)  
Members of the Public: Mr Phil Knight, resident (part)

		Action
27/19	<b>APOLOGIES FOR ABSENCE:</b> Apologies received: Cllr Game	
28/19	<b>MINUTES OF MEETING HELD</b> Wednesday 16 January 2019. The chairman requested the minutes were amended as follows: minute 10/19 to be changed from Free Sapling – Woodland Trust WW1 Memorial Tree to read WW1 Memorial Tree and minute 11/19 from Old School Lane – Gate from Rear of Property in Hedge Hill Road to Old School Lane Signage. Cllr Webb proposed accepting the minutes Cllr Parker seconded. RESOLVED. The minutes were amended and signed.	
29/19	<b>DECLARATIONS OF INTEREST:</b> None were declared.	
	<b>PUBLIC DISCUSSION TIME:</b> Mr Knight informed the Council of the Oxfordshire Plan 2050. He wished to know what impact it would have on the Local Plan. It was decided he would contact County Councillor Yvonne Constance for further information and report to the parish council. He spoke about the recent planning application <b>P19/V0329/FUL –</b> Demolition of existing dwelling and the erection of a terrace of two No two storey dwellings. Rose Cottage, Main Street East Challow, he offered support to the parish council regarding their response to the VWHDC. Mr Knight requested the schedule for the grounds maintenance contracts are put on the parish council website. Villagers could help in the monitoring of work carried out and alert the parish council if there are any concerns. Mr Knight updated the Council on planning permission that has been granted <b>P18/V2560/FUL -</b> Form a gateway in the north east wall of the churchyard and fit a pair of oak gates. He has sourced some oak gates, but has not yet purchased them. He asked if the parish council could purchase the gates. Mr Knight offered to purchase a burial register for the new cemetery. Currently there is one register where all burials for both cemetery sites are recorded.	
30/19	<b>COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS:</b> A generic report had been received from Cllr Constance. It was circulated to the councillors and will be posted on the parish council website. a) Applications to add 31 routes to the definitive map as byways open to all traffic (BOAT). Unfortunately, Cllr Constance was not present to report on this. She sent communication informing the Parish Council that 31 applications have recently been refused to let motorised vehicles back onto the Ridgeway. She considers this to be good progress.  Several streetlights have been reported to Oxfordshire County Council as not functioning by a resident. She raised concerns for safety of pedestrians in the unlit areas. Councillor Constance has been alerted and has spoken to the team responsible. She hopes this will be addressed.	

31/19	<p><b>PLANNING MATTERS:</b> The following planning application had been received. <b>P19/V0329/FUL</b> – Demolition of existing dwelling and the erection of a terrace of two No two storey dwellings. Rose Cottage East Challow. The clerk will request an extension for the response date until 15/3/19. <b>P19/V0179/RM</b> – Reserved matters for plot 36 only. Grove Business Park, Downsview Road, Wantage. <b>No objection.</b></p>	Clerk
	<b>MATTERS ARISING NOT COVERED IN THE AGENDA</b>	
32/19	<p><b>ASSET REGISTER:</b> The asset register is being worked on. It was questioned whether the information on the register is used for insurance purposes regarding the value of assets. The clerk will send an example of an asset register to Cllr Parker. A magnolia tree was mentioned by Councillor Parker.</p>	c/f Cllr Parker/ Clerk
33/19	<p><b>COUNTY COUNCILLOR'S PRIORITY FUND</b> The application for a notice board had been started by the clerk- further information is needed regarding the purpose of the request and how it will benefit the community. Cllr Parker agreed to help find this information. It was suggested that solar powered lights could be requested for the council carpark adjacent St Nicholas School. Cllr Parker agreed to find a price.</p>	Cllr Parker
34/19	<p><b>WW1 MEMORIAL TREE.</b> It was agreed that this matter should be deferred until the September meeting. It was suggested that a spindleberry tree would be a better option than a rowan.</p>	CLOSED
35/19	<p><b>OLD SCHOOL LANE SIGNAGE</b> The sign had been collected from Falcon Signs. The clerk will seek a price for installation. It was agreed that the clerk could have designated power to authorise the work up to £150.00. Proposed by Cllr Parker and seconded by Cllr Bosley.</p>	Clerk
36/19	<p><b>VALE COMMUNITY AWARDS</b> The award had been presented. Information regarding the nominees will be posted on the website and in the Challow News.</p>	Clerk.
37/19	<p><b>ACCOUNTS</b></p> <p><b>a) Approval of February Payments</b></p> <p>The full list of payments is attached to the minutes. Total for approval for February 2019 is £3918.95 Cllr Parker proposed accepting and Cllr Webb seconded.</p> <p><b>b) Adoption of the new NALC pay grades</b></p> <p>The new NALC paygrades were accepted. Proposed by Cllr Parker and seconded by Cllr Bosley. Documentation from the RFO regarding staff pay reviews was circulated to the Council for consideration.</p> <p><b>c) Presentation of the Interim internal Audit Report</b></p> <p>The internal interim report had been read by the councillors. The recommendations are being considered. It was noted that VAT had not been re-claimed and the financial statement was to be signed by the RFO. The Clerk will check with the RFO that these recommendations are being addressed.</p>	Clerk

38/19	<p><b>NEIGHBOURHOOD PLAN:</b></p> <p>The parish council have reviewed the document which will go back to the neighbourhood plan steering group. It was confirmed that Councillor Parker would join the neighbourhood plan group. The chair of the neighbourhood plan group had asked the parish council to provide evidence of land belonging to the parish council. It was noted that Land Registry should be on the March agenda.</p>	Cllr Parker
39/19	<p><b>REQUEST FROM ST NICHOLAS SCHOOL FOR LIGHTING IN THE PARISH CARPARK</b></p> <p>A letter had been sent informing the school that East Challow Parish Council are unable to assist with the request for lighting in the parish car park and Childrey Bridle Path.</p>	Closed
40/19	<p><b>REVIEW OF CEMETERY RULES</b></p> <p>This item was deferred until the next parish council meeting.</p>	c/f all cllrs
41/19	<p><b>TO CONSIDER THE PURCHASE OF A LEAF BLOWER</b></p> <p>The leaf blower had not been purchased as there was an increase in price (from £199.99 to £209.99). It was proposed by Cllr Parker to accept this increase and seconded by Cllr Webb. It was resolved that the leaf blower will be purchased by the chairman and stored in the pavilion.</p>	Cllr Bosley
42/19	<p><b>GROUND MAINTENANCE: Renewal of Contracts 2019/2020</b></p> <p>Jeremy Hanham Gardening Services had been selected for the schedule A contract, subject to satisfactory commercial references, to commence at the beginning of March 2019. Proposed by Cllr Parker and seconded by Cllr Webb. Letters were to be sent to the people who had submitted unsuccessful quotes. Councillor Parker would speak to Mr Wise regarding 2 other ground maintenance projects.</p>	Clerk
43/19	<p><b>FOOTPATHS AND RIGHTS OF WAY</b></p> <p><b>a) Cornhill Lane – Byway open to all traffic (BOAT)</b></p> <p>The clerk had emailed West Challow Parish Council's clerk regarding an update on the progress of a meeting that was to be arranged. This had been forwarded to the chairman of West Challow Parish Council but no response from him had been received. The lane is in poor condition.</p> <p>Complaints had been received from residents regarding the length of time the Park footpath will be closed (8 months). Councillor Constance is aware of the concerns raised.</p>	Clerk
44/19	<p><b>RECREATION AREA</b></p> <p><b>Play Area/inspection:</b></p> <p>The litter warden had not yet attempted to lift the wooden surrounds that he intends to back-fill with soil.</p> <p>The litter warden is seeking suitable materials to attempt to repair the gate.</p> <p>The rocker-chicken is showing signs of age. Funding should be explored, looking towards replacement of this piece of equipment.</p> <p><b>ROSPA Report:</b></p> <p>The Chair will meet with the litter warden to look at remaining requirements of concern. This matter was carried forward.</p>	<p>c/f L Broyd</p> <p>c/f L Broyd</p> <p>c/f Cllr Bosley</p> <p>c/f Cllr Bosley</p>

	<p><b>Pavilion:</b></p> <p>The pavilion requires attention. It is still to be cleared of the debris from the December 2016 flood. This will be assessed by the Parish Council.</p> <p><b>Tennis/Netball Court:</b></p> <p>The disclaimer notice for the tennis/netball court had not yet been put up.</p> <p><b>Football Pitch:</b></p> <p>The clerk will ask if the litter warden checks the condition of the goal posts. It was questioned if the disclaimer notices around the recreation area cover the football are sufficient to cover the football pitch.</p> <p><b>Allotments:</b></p> <p>There are a few allotment plots available to rent. They will be advertised in the Challow News and the website.</p> <p><b>Parish Carpark: Adjacent to the school:</b></p> <p>There was no update on possible funds for lighting from the Community Safety Fund. Cllr Parker will seek a price for solar powered motion lights. It was suggested that this could be added to the parish council's application for Councillor Constance's priority fund.</p>	<p>All Councillors</p> <p>Litter Warden</p> <p>Cllr Bosley/Cerk</p> <p>Clerk</p> <p>Cllr Parker</p>
45/19	<p><b>CLERK'S CORRESPONDENCE</b></p> <p>Comments had been received from members of the public regarding the hedgerow that had been cut down on the Park Farm development. It was also mentioned that building had started prior to the road adjustment conditions in the approved planning application. The clerk was to investigate.</p> <p>A poster regarding the Oxfordshire Plan.</p> <p>An email from a resident chasing a response regarding parking adjacent to the village green.</p>	<p>Clerk.</p>
46/19	<p><b>ITEMS FOR CHALLOW NEWS</b></p> <p>Date of the next meeting</p> <p>Allotments</p> <p>Community Awards</p> <p>Parish Elections.</p>	
47/19	<p><b>AOB (For Information only)</b></p>	
48/19	<p><b>DATE OF NEXT MEETING:</b></p> <p>Wednesday 13 March 2019 at 7.30pm</p>	

The meeting closed 10.35 pm

Signed by Cllr Vanessa Bosley (Chair)

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