

**Minutes of the Meeting of East Challow Parish Council  
Wednesday 5 June 2019 at 7.30 pm at the Royal British Legion, East Challow**

Present: Cllr Vanessa Bosley (Chair), Cllr Frances Webb, Cllr Sarah Parker, Cllr Iris Game (part)  
In attendance: Sheryl Sanders (Clerk) & Julia Evans (RFO)  
Members of the Public: 11 members of the public

		Action
126/19	<b>APOLOGIES FOR ABSENCE:</b> Apologies received: Cllr Constance & Cllr Barrow	
127/19	<b>MINUTES OF MEETING HELD</b> Wednesday 8 May 2019 were approved and signed. Proposed by Cllr Parker and seconded by Cllr Webb.	
128/19	<b>DECLARATIONS OF INTEREST:</b> Cllr Bosley declared an interest in items relating to the village hall.	
129/19	<b>CO-OPTION OF A COUNCILLOR</b> Cllr Bosley proposed co-opting Iris Game as a councillor for East Challow Parish Council. Seconded by Cllr Parker. The acceptance of office was signed.	
130/19	<b>PUBLIC DISCUSSION TIME:</b> Because of the number of visitors, the Council re-located to adjacent room for the discussion on the proposals being put forward for the development between 800 and 1000 dwellings and link road by Dandara. A spokesman for the Nalderfield estate talked for approximately 15 mins about his meeting with Dandara and communications he has had with his neighbours. The Council reconvened in to the small meeting room. Public discussion time continued. Members of the village hall management committee attended to update councillors on the work on the village hall repairs. One member of the public didn't get to speak.	
131/19	<b>COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS:</b> None	
132/19	<b>PLANNING MATTERS</b>  a) <u>P19/V0329/FUL</u> Rose Cottage Main Street, East Challow. Demolition of the existing dwelling and the erection of a terrace of two No. two-storey dwellings with parking and amenity space  The planning application had been withdrawn by the applicant.  b) <u>P19/V1152/HH</u> Longmead Canal Lane East Challow Wantage. <b>No Objection</b>  c) <b>Park Farm Development</b> It was noted that a sub- station had started to be built not a residential unit.	
<b>Update on Items from Previous Meeting</b>		
133/19	<b>a) Update on review of Asset Register</b> The asset register had been reviewed. Cllr Parker Proposed that the asset register be adopted seconded Cllr Bosley. The clerk to add to the website. The planned purchases will be added as necessary. <b>b) Update on County Councillor's Priority Fund application</b> £2695.00 had been received from the priority fund.	Clerk

<p>Proposed by Cllr Parker and seconded by Cllr Webb it was resolved to purchase a solar powered light for the parish carpark (£1880.00) adjacent to the recreation area and a notice board for the Nalderfields estate from Fitzpatrick Woolmer (£806.00). The clerk will obtain permission to mount it on a wall of an out-building due to the listed status of the building.</p>	<p>Clerk</p>
<p><b>c) Update on purchase of a new cemetery record book</b> A suitable book from Shaw's costing £179.00 had been sourced by the clerk. Details will be forwarded to Mr Knight for him to consider the purchase which will be gifted to East Challow Parish Council.</p>	<p>Clerk  c/f</p>
<p><b>d) Update on Old School Lane signage</b> This item was deferred until the next meeting.</p>	
<p><b>e) Update on installation of software to tablets</b> Software had been installed to the tablets and emails set up. The clerk requested the councillors provide email addresses and serial numbers of the tablets to her.</p>	<p>ALL</p>
<p><b>f) Update on work required to bushes at Vicarage Hill Cemetery</b> Cllr Bosley will obtain two quotes.</p>	<p>Bosley</p>
<p><b>g) Update on Cornhill Lane (BOAT)</b> The chairman of West Challow Parish Council had resigned. The clerk will make contact with the new chairman regarding a meeting with East Challow Parish Council.</p>	<p>Clerk</p>
<p><b>h) Update on funding for play equipment</b> The clerk provided two catalogues for circulation. A quote will be sought for a direct replacement of the rocker that had recently been removed, The RFO will provide an update on how much money is available in the budget for play equipment.</p>	<p>Clerk/RFO  Broyd</p>
<p><b>i) Update on repair to agility trail</b> The litter warden had agreed to repair the equipment.</p>	<p>Clerk</p>
<p><b>j) Update on carousel repairs</b> The clerk will ask for a site visit from the installer of the carousel prior to repairs being undertaken.</p>	<p>Clerk</p>
<p><b>k) Update on disclaimer for football pitch</b> A quote had been received from Falcon Signs (£125.00). Proposed by Cllr Bosley and seconded by Cllr Parker it was resolved that the sign be ordered.</p>	
<p><b>l) Update on street furniture</b> The clerk reported that a street sign 'Main Street' had been ordered by OCC to replace the missing one. There was no update of the replacement of the damaged VAS on Main Street.</p>	
<p><b>m) Update on Castle Water bill</b> A direct debit mandate was signed by Cllrs Webb and Game.</p>	
<p><b>n) Update on Dandara informal meeting</b> An email response had been sent to Dandara highlighting the incorrect minutes along with the corrections to be made.</p>	

	<p><b>o) Update on Village Hall Building</b>  On 9<sup>th</sup> May the Village Hall Committee informed the Cllr Bosley that the insurers would not cover the necessary work to the Village Hall roof as it was deemed to be wear and tear.  The Parish Council had previously obtained three quotes for the work from Nelson Roofing and Building (£12900), Pilkington Homes (£19614), M&amp;M Roofing and Building Ltd (£18000).  The Structural Engineer informed Cllr Bosley that the work was urgent as the roof was structurally unsound. At this time there were only three members of the Parish Council and one was unavailable; it was therefore not possible to convene a meeting with a quorum to debate the matter.  Given the urgent nature of the matter, which was deemed to be an emergency under financial regulation 11.1.a, Cllr Bosley and Cllr Webb appointed Nelson Roofing and Building to carry out the work and authorised the Clerk to raise a purchase order. The work was completed at the end of May. The invoice was presented for payment at the June meeting of the Parish Council, along with the Structural Engineer's invoice.</p>	
134/19	<p><b>ACCOUNTS</b>  <b>a) Approval of June 2019 Payments</b>  The full list of payments is attached to the minutes. Total for approval for June 2019 is £17728.91 Cllr Webb proposed accepting and Cllr Parker seconded.</p> <p><b>b) To receive the internal audit report</b>  The RFO presented the report. The clerk and RFO will assist the councillors in order to rectify the recommendations.</p> <p><b>c) To approve the annual governance statement</b>  It was agreed to accept the governance statement and to tick the boxes 5 and 7 to say NO following the auditor's recommendation. Proposed by Cllr Webb and seconded by Cllr Parker.</p> <p><b>d) To approve the annual accounting statement</b>  The statement was approved. Proposed by Cllr Webb and seconded by Cllr Parker.</p> <p><b>e) To consider electronic banking</b>  It was agreed to defer this item until October.</p> <p>Cllr Game left the meeting</p>	<p>Clerk/RFO</p> <p>c/f</p>
135/19	<p><b>REVIEW OF STANDING ORDERS</b>  Item deferred until the next meeting.</p>	c/f
136/19	<p><b>Adoption of Data Protection Policy</b>  Item deferred until the next meeting.</p>	c/f
137/19	<p><b>RENEWAL OF INSURANCE</b>  The renewal notice had been received (£1102.42), however the RFO reported that it had been understated and items needed to be added, The RFO will update the information with the insurance broker and request a revised cost. It was agreed to give authority to the RFO to accept the quote up to a value of £1300.00.</p>	RFO
138/19	<p><b>GROUNDS MAINTENANCE</b></p>	

	The councillors were to arrange a walk around the village to assess any areas that need attention.	RFO/All Councillors
139/19	<b>NEIGHBOURHOOD PLAN</b> A meeting was to be arranged with Cllr Parker and the RFO who had agreed to review the draft plan.	Parker/RFO
140/19	<b>RECREATION AREA</b> Item deferred until the next meeting.	
141/19	<b>UPDATE FROM ANNUAL PARISH MEETING</b> The clerk will write to Challow Cricket Club to thank them for hosting the meeting. Correspondence will also be sent to Brian Stovold of Wilts & Berks Canal Trust to thank him for his presentation.	Clerk
142/19	<b>CLERK'S CORRESPONDENCE</b> A letter had been received from the Parochial Church requesting a contribution towards the servicing of the clock. Proposed by Cllr Webb and seconded by Cllr Bosley it was resolved to give £250.00. The RFO will write include a letter with the cheque suggesting it could be worth investigating a service contract over a few years in order to reduce the cost.	RFO
143/19	<b>ITEMS FOR CHALLOW NEWS</b> Date of the next meeting 10 July 2019. No meeting during August. Thanks to organisations for attending the APM	
144/19	<b>AOB (For Information only)</b> Agenda item for July – Authorisation needed for August payments.	Clerk
145/19	<b>DATE OF NEXT MEETING:</b> Wednesday 10 July 2019	

The meeting closed 11.08 pm

Signed by Cllr Vanessa Bosley (Chair)

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