

**Minutes of the Meeting of East Challow Parish Council  
Wednesday 12 February 2020 at 7.30pm at the Village Hall**

Present: Councillor Vanessa Bosley (Chair), Councillor Frances Webb (Vice Chair), Councillor Sarah Parker and Councillor Trevor Hayes.

In attendance: Sheryl Sanders (Clerk) part of meeting

Members of the Public: None

		Action
22/20	<b>APOLOGIES FOR ABSENCE:</b> Apologies received: Councillors Barrow, Blowfield and Game and County Councillor Constance.	
23/20	<b>MINUTES OF MEETING HELD</b> Wednesday 15 January 2020. The Clerk presented the January minutes for approval. Councillors identified errors, too many to sign off at the meeting. Councillors requested the January minutes be corrected and re-presented. <b>Note:</b> The Clerk left the meeting at 7.50 pm. Procedure was clarified and Councillor Parker took up the role of Clerk, the meeting still being quorate.	
24/20	<b>DECLARATIONS OF INTEREST:</b> None were declared.	
25/20	<b>PUBLIC DISCUSSION TIME:</b>  No members of the public were present.	
26/20	<b>COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS:</b>  No report provided by District Councillor Doctor Barrow.  Email received from County Councillor Constance. Priority fund now re-opened. ECPC to consider any requirements. "We also agreed to accept any invitation to OCC by SoS to take control of SODC's Local Plan to ensure their Plan is approved in time to comply with the terms of Oxfordshire's Growth Deal which is funding infrastructure improvements for the whole County. OCC can also ensure that Didcot's HIF deal (£218million) is secured for major infrastructure north of Didcot, including a new Thames crossing at Culham (which enables many developments in the Vale) and by-passes for Culham and Clifton Hampden. SODC will get major benefits from this deal. We rejected protestors' argument that this was an 'assault on democracy' in favour of well-planned and fully consulted Local Plan (fully democratic) for housing development to benefit SODC and Oxford City as agreed by all 4 District Councils and the City in 2018 before negotiating the Growth Deal" – Councillor Constance.	
27/20	<b>PLANNING MATTERS:</b> <b>The following planning application was considered, reference P20/V0225/FUL (Scout Hut).</b> The Parish Council are formulating a response to offer an objection to this development, the Planning Group having previously met to discuss this. An extension has been applied for; this will be clarified.	VAB

28/20	<b>UPDATE ON MATTERS NOT OTHERWISE COVERED ON THE AGENDA</b>	
	<p><b>a) Update on the purchase of the notice board.</b> Councillor Bosley stated that the Councillor's Priority Fund money does not quite cover the quote, the carriage not having been included. ECPC agreed to fund the carriage up to £70. Proposed Councillor Webb, seconded Councillor Hayes.</p> <p><b>b) Update on Old School Lane signage.</b> Councillor Hayes, who is a Civil Engineer, has visited the proposed site. He suggests that the area to be excavated must first be CAT scanned to identify any services. As the excavation is small it should be carried out without mechanical aids (augers, etc.) i.e. hand dig only. The service providers can give information/plans of any services located on public land. <b>Action: Clerk to investigate</b></p> <p><b>c) Update on Tablets.</b> When setting these up it was noted that a dialogue will need to take place with Councillor Hayes due to various codes being sent to his mobile number. A time convenient with Councillor Hayes will be agreed. Dialogue has not yet taken place with Councillor Blowfield regarding her tablet. This will be actioned before the next meeting. <b>Action: Councillor Parker</b></p> <p><b>d) Update on Street Furniture.</b> The Clerk has written but has not yet received a response.</p> <p><b>e) Update on the World War One Memorial Tree.</b> Councillor Parker has spoken to many nurseries in our area regarding our selected tree. The most positive response was received from Notcutts, who are happy to source an appropriate tree within our budget and provide a quote. <b>Action: Councillor Parker to follow up</b></p> <p><b>f) Update on Village Hall Car Park.</b> Clerk has spoken to Anna Chew (Crest Nicholson) and she will continue to liaise with Greg Bacon, Site Manager, for a firm date. <b>Action: Clerk to follow up</b></p> <p><b>g) Update on Surface water on A417 Main Street outside Village hall.</b> Oxfordshire County Council have said that the drain is blocked. OCC Highways need to be chased up to arrange for it to be cleared again. <b>Action: Clerk to contact OCC Highways</b></p>	<p>Clerk</p> <p>SP</p> <p>SP</p> <p>Clerk</p> <p>Clerk</p>

	<p><b>h) Update on Risk Assessment.</b> The existing “draft” to be posted on the website as a draft. An electronic version to be circulated to the Councillors for review. The hard copy that was provided was illegible.</p> <p><b>Action: Clerk</b></p>	Clerk
29/20	<p><b>ACCOUNTS</b></p> <p><b>a) Income and Payments for February.</b> The total approved for February 2020 payments is £2,098.80. Proposed Councillor Webb, seconded Councillor Hayes. The cheques were all signed off by Councillor Webb and Councillor Bosley to be given back to the RFO with the signed-off finance sheet.</p> <p><b>b) Interim Audit Report.</b> A list of actions required by the Internal Auditor, along with the proposed actions, has been circulated by the Clerk. The documents were distributed to the Councillors by email on 11 February (pm); the Councillors will review as a matter of urgency, but insufficient time was given prior to this meeting. All comments and queries need to be resolved prior to the next meeting to allow the appropriate action to be taken.</p> <p><b>Action: All Councillors</b></p> <p><b>c) External Audit Document.</b> The document is to be reviewed as <b>B</b> above.</p>	All Cllrs
30/20	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>The Neighbourhood Plan Steering Group met with Bluestone Planning and had a productive meeting with Jeremy Flawn. Specific tasks were agreed and a date was set for the next meeting of 18th March.</p>	
31/20	<p><b>GROUNDS MAINTENANCE:</b></p> <p>The successful tenderer has been notified of the award of the contract; however, we are still awaiting submission of their risk assessment.</p> <p><b>Actions: RFO to chase the contractor. Chair to liaise with the Clerk to arrange “last cut” from the outgoing contractor</b></p>	RFO VAB CLERK
32/20	<p><b>FOOTPATHS/RIGHTS OF WAY/BOAT</b></p> <p>The TTRO being now in place, Councillor Constance (OCC) suggests that we monitor its’ use carefully as problems have already been noted. The restriction on the BOATs has been implemented, but not fully observed. Observed breaches of the order should be logged with as much detail as possible, including registration numbers and reported to Councillor Constance. Councillor Webb advised that the</p>	

	<p>“Closed Road” sign on The Childrey Bridlepath, close to the school, has gone missing due to theft or wind.</p> <p><b>Action: Councillor Bosley to contact Arthur McKewanJames</b></p>	VAB
33/20	<p><b>Recreational Area</b></p> <p><b>a) Play Area.</b> The ROSPA actions are still ongoing with the litter warden. Date to be arranged to go over outstanding actions with litter warden. The Clerk has been contacted by Wickstead, who undertook a site visit. Wickstead questioned the base/footings of the previous piece of equipment (rocker chicken). We should also investigate whether suitable items may be available from Wickstead’s reduced/sale items.</p> <p><b>Action: Clerk</b></p> <p><b>b) Allotments.</b> Dialogue is still ongoing with the allotment holders to clarify what the allocated funds should be spent on. One suggestion is a substantial bench on a secure base.</p> <p><b>Action: RFO</b></p> <p><b>c) Football Pitch.</b> Savills have been in contact regarding the damage caused to the recreational area football pitch and their access, caused by SSE Contracting. After discussions it was agreed that the Chair will go back to SSE to discuss their making good. The disclaimer sign to be placed by the football pitch requires a quote for installation from our new grounds maintenance contractor.</p> <p><b>Actions: Councillor Bosley to approach SSE. Clerk to obtain quote</b></p> <p><b>d) Pavilion.</b> The pavilion debris has now been cleared. The future of the pavilion will be discussed by the Councillors on their village “walkround”.</p> <p><b>e) Car Park.</b> A banner/sign has been attached to the school fence facing the car park by the school. It encourages a “school clean air zone”. This has arisen due to the problems with the engine idling complaints. ECPC would like to send a letter to the school to give our thanks and appreciation for this initiative. Storm damage has occurred resulting in a significant amount of work to be done by a tree surgeon to make the area safe and dispose of the arisings.</p> <p><b>Action: Clerk to write to the school</b></p> <p><b>f) Tennis/Netball Court.</b> The surface cleaning regime continues with different methods/approaches being tested. Feedback will be sought from the litter warden as to the way forward.</p>	<p>CLERK</p> <p>RFO</p> <p>VAB</p> <p>CLERK</p> <p>CLERK</p>

34/20	<p><b>VE DAY CELEBRATIONS</b></p> <p>There is a tea party/tea dance going ahead with the aid of local volunteers. It was agreed that ECPC should look into the availability of funds to make a donation to this event.</p> <p><b>Action: RFO</b></p>	RFO
35/20	<p><b>New Cemetery</b></p> <p><b>a) Plan of Cemetery.</b> Mr Hudson had marked out the first few graves adjacent to the existing burial. However due to on going investigative work regarding drainage these are likely to change. It was felt that no burials should take place in the new cemetery until further notice.</p> <p><b>b) Monitoring of Water Table.</b> Mr Hudson's investigations into the height of the water table and drainage issues continue. This data will determine the placement and depth of graves available. Borehole and grave depth work is ongoing. Some areas may only have single depth graves.</p> <p><b>c) To consider New Cemetery Name.</b> After some discussion it was decided to carry this item forward.</p> <p><b>Action: Clerk will need to write to the local undertakers and Parochial Church Council of Saint Nicholas to advise no burials to take place in the new cemetery until further notice.</b> Burial plots and ashes plots are still available in the Vicarage Hill cemetery.</p>	CLERK
36/20	<p><b>Standing Orders</b></p> <p>The ECPC agreed that the National Association of Local Councils (NALC) Generic Standing Orders be adopted; it is ECPC's intention to write some local procedures covering such topics as archiving, document storage, GDPR and the mechanics of running the monthly meeting. In the event of there being any conflict between the local procedures and NALC standing orders, then the local procedures will take precedence</p>	
37/20	<p><b>Emergency Plan</b></p> <p>Documents relating to the Emergency Plan were circulated today, 12 February (14:12 hours), for the councillors' evaluation. Two forms are to be completed and returned to the Emergency Planning Officer at the County Council. No deadline having been given, Councillor Bosley will circulate the existing plan which we can submit as a draft, for the councillors' review. OCC have provided a link to guidance on writing this document. Clerk can submit the existing plan as draft status and include on agenda of next meeting the rewriting of the Emergency Plan and possible setting up of a sub-committee to carry out this task. Councillor Hayes expressed an interest in being involved with this.</p>	VAB

	<b>Action: Clerk to submit existing plan and update agenda</b>	CLERK
38/20	<p><b>CLERK'S CORRESPONDENCE</b></p> <p>An email was received from a member of the public regarding the fallen tree in the recreation ground car park. This has been actioned, please refer to the Car Park section in these minutes.</p> <p>A villager has advised ECPC that the building contractors are putting up signage on the lampposts for the new developments. This will be looked into.</p> <p><b>Action: Councillors to investigate</b></p> <p>A resident of Windmill Place spoke to Councillor Bosley regarding the erosion and damage being caused to the verges around Windmill Place and High View. It is felt that residents parking on the road contributes to a narrowing/pinch point. Vehicles find it hard to negotiate the turns and pass stationary vehicles.</p> <p><b>Action: Note about considerate parking to be included in Challow News</b></p> <p>A complaint has been received about the dirty state of the footpath from King Alfred West Site to the village.</p> <p><b>Action: Clerk to contact the developers to request that obstructions are minimised and footpath be kept clean</b></p>	CLERK
39/20	<p><b>AOB (for information only)</b></p> <p>A recent storm had brought down a tree from ECPC land (by the overflow car park) blocking Canal Lane. As this was an emergency the Chairman contacted a tree surgeon who removed it. The estimated cost of this work would be £800. He also suggested some pollarding is needed to adjacent trees.</p> <p><b>Action: Councillor Bosley to discuss future work with the tree surgeon.</b></p>	VAB
40/20	<p><b>Challow News: Contribution</b></p> <p>Date of next meeting is 11 March 2020. Note to be entered re parking.</p>	
41/20	<p><b>DATE OF NEXT MEETING:</b></p> <p>Wednesday 11 March 2020 @ 7.30pm at East Challow Village Hall</p>	

The meeting closed 10.07 pm

Signed by Cllr Vanessa Bosley (Chair)