

**Minutes of the Meeting of East Challow Parish Council**  
**Wednesday 12 October 2022 at 7.30 pm held in East Challow Village Hall**

In attendance: Councillors VA Bosley (Chair), F Webb, T Hayes and S Terry

In attendance: Parish Clerk and County Councillor Yvonne Constance (who presented the County Councillors report then had to leave)

Members of the Public: Two

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| 121/22 | <b>Apologies for absence</b><br>Cllr Parker, Cllr Game and District Cllr Barrow  |           |
| 122/22 | <b>To approve the minutes of the meeting held on 20<sup>th</sup> July 2022</b><br>Councillor Hayes proposed accepting the minutes of Wednesday 20 <sup>th</sup> July 2022 and Cllr Terry seconded the proposal. <b>The minutes were resolved.</b>  |           |
| 123/22 | <b>Declarations of interest.</b> Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting (Please refer to notes at the end of the agenda)<br><b>None were declared.</b>   |           |
| 124/22 | <b>Public discussion time (10 minutes).</b> Members of the public may bring to the attention of the Council any matters not covered in the agenda and make representations on matters on the agenda.<br><br>A member of the public presented an update on The Mission. They reported their concerns over the security of the building as it had been broken into and vandalised as well as evidence of a rough sleeper or two. They are interested in contacting the trustees and getting permission to turn it into a community hub including a place to display items of historical interest or host history groups. The Parish Council suggested arranging a separate meeting with interested parties to determine what options are open to saving The Mission.   |           |
| 125/22 | <b>District and County matters:</b> report from District Councillor and County Councillor<br><br>Councillor Barrow sent an email regarding District Council matters, see attached<br><br>County Councillor Constance presented this month's report (see attached) which included the 2031-2041 call for sites results have been published for the area.<br><br>Bewley homes are distributing a leaflet on Friday, regarding a development for 55 extra homes to be located east of Canal Way. It has been noted however, the leaflet for the consultation includes out of date information, excluding recently built homes and an out-of-date map. The Parish Council have sent a response saying the application is invalid and they do not support the proposal.<br><br>OCC are proposing a permanent emergency welfare scheme to provide 'relatively modest crisis support' by improving admin of current schemes like food provision to children, and targeting grants to those not benefitting from national energy schemes<br>They are hoping to offer a WARM PLACES scheme, focusing on libraries, and grants for community venues to contribute to their energy costs provided they will open for a set time each week so people can go there to find warm, comfort and company.<br>£1,500 is being used to provide information to the local primary school for KS2 pupils on how to remain safe online. |           |
| 126/22 | <b>Planning matters:</b> To consider any new applications/ update on previous planning applications:<br>a. P21/V2702/FUL Hill Farm Faringdon Road East Challow Wantage OX12 9PD (Amended highway information received 7 July 2022) (Amended red line plan to include northern access point received 22 July 2022). The Parish Council noted this amendment.  |           |

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|        | <ul style="list-style-type: none"> <li>b. P22/V2112/DIS The application is for: Discharge of condition 5(Phasing Plan Pre-commencement) on application P17/V3130/FUL. (Variation of condition 7 of Planning Permission P12/V0299/O (Outline application for residential development of about 2,500 dwellings with associated services and facilities including secondary school, primary schools, local centre (including uses falling within use classes A1, A2, A3, A4, A5, B1, C2, D1 and D2), open space including community park, and the realignment of Denchworth Road to the south)). The Parish council noted this discharge of the application.</li> <li>c. P22/V2234/HH 35 Windmill Place Single storey front and rear extensions<br/>The Parish Council has no objections to this planning application.</li> <li>d. Update on the Mission – see public discussion above.</li> <li>e. P22/V2081/HH, 6 The Park, proposed dropped curb<br/>The Parish Council objects to the application due to the safety of pedestrians and road users. A response will be prepared.</li> <li>f. P22/V2331/DIS, 1 Challow Marsh Cottages East Challow, Discharge of condition 4(Surface Water Drainage Details), &amp; 5(Foul Water Drainage Details) on application P22/V0283/FUL. (Extension and conversion of stables building into a single storey dwelling, including change of use of paddock land to residential garden). The Parish Council has noted this discharge of the application.</li> <li>g. P22/V2254/HH, 9 Old School Lane East Challow Wantage, Two storey side extension.<br/>The Parish Council will prepare a response objecting to this application which is not in keeping with the character of the rest of the buildings which are made of brick.</li> </ul> |                             |
| 127/22 | <p><b>Matters to report not otherwise on the agenda and update on actions from previous agendas</b></p> <ul style="list-style-type: none"> <li>a. Update on purchase of a fireproof box for documents<br/>The size of the box needs to be determined and will be brought to next meeting.</li> <li>b. Update from OCC with regard to providing dropped kerbs on the roadways near to Goodlake House and Letcombe Hill.<br/>The clerk sent an email to Mark Francis and the Highways department regarding this and had a response saying there were no plans for a dropped curb.<br/>The clerk will contact them again to arrange a site meeting regarding a dropped curb and safe crossing for the general public.</li> </ul>  | <p>Cllr VB</p> <p>Clerk</p> |
| 128/22 | <p><b>Accounts:</b></p> <ul style="list-style-type: none"> <li>a. To ratify August 2022 payments of £2,606.51<br/>Cllr Webb proposed and Cllr Bosley seconded to ratify the August payments.</li> <li>b. To ratify September payments of £1,934.89<br/>Cllr Webb proposed and Cllr Bosley seconded to ratify the September payments.</li> <li>c. To agree October payments of £5,224.98<br/>Cllr Webb proposed and Cllr Bosley seconded to ratify the October payments.</li> <li>d. Review of bank reconciliations from April 2022 to July 2022<br/>Cllr Webb will review these at a separate meeting of the finance group.</li> <li>e. To agree the implementation of Scribe as a new accounting system<br/>Following the testimonials from other local parish council clerks and reviewing the cost and additional service Scribe would provide the clerk for the RFO duties Cllr Webb proposed using Scribe and paying the fixed subscription fee of £485, Cllr Terry seconded. <b>The Parish Council resolved to implement Scribe as the new accounting system.</b></li> <li>f. SAAA external Audit procurement<br/>On recommendation of our internal auditor to continue with opting into the SAAA external audit procurement the whole council unanimously agreed to opt in. <b>Opting into the SAAA external audit procurement was resolved.</b></li> <li>g. Update on progress of Internal audit</li> </ul>  |                             |

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|        | <p>The clerk informed the Parish Council that the external audit report had been returned and the certificate for 2021/2022 will be published on the website. The recommendation by the internal auditor to have the village hall as the permanent Parish Council address has proved impractical so the address will be changed to the clerk's home address.</p> <p>The bank accounts are not yet set up for online payments so submitting a bank reconciliation every month to be signed at the council meeting is yet to happen. Former signatories have been removed from the accounts.</p> <p>A full set of signed hard copy and web minutes are being completed and kept. Each page of the minutes is now signed by the chair.</p> <p>The agenda was adjusted to read 'items for the next agenda' as opposed to 'any other business'</p> <p>The Parish Council Risk assessment needs to be reviewed before the next AGAR; it is now set to be reviewed annually in April.</p> <p>The budget and precept are now part of the published minutes</p> <p>The VAT reclaim was late and it has been recommended to submit it in advance of the AGAR.</p> <p>Scribe has been purchased to ensure accurate and swift financial reporting</p> |   |
| 129/22 | <p><b>Parish Council Risk Assessment</b></p> <p>a. Update on progress of the current Parish Council risk assessment<br/>A method of recording the checks to be in place.<br/>Minor amendments have been made to the risk assessment regarding pandemics.<br/>A suggestion was made to run defibrillator training for the general public.</p>  |   |
| 130/22 | <p><b>Cemetery</b></p> <p>a. Vicarage Hill Cemetery update on vegetation clearance. It has been arranged for a contractor to undertake the clearance.</p> <p>b. Vicarage Hill cemetery notice board<br/>A board has been identified to purchase by the clerk. Cllr Hayes proposed and Cllr Webb seconded the proposal. <b>Purchasing an A3 sized noticeboard for the Vicarage Hill cemetery has been resolved.</b></p>  | <p>Cllr VB</p> <p>Clerk</p>                         |
| 131/22 | <p><b>Speeding</b></p> <p>a. Update regarding reducing speed in the village<br/>The specifications have been supplied regarding SID's . the councillors reviewed what was available using a comparison chart and the minimum requirement is the viasis Basic-D. The Parish Council have requested Cllr Barrow to establish if this is the best model to get.</p> <p>b. 20's plenty community survey<br/>The Survey monkey questionnaire is live. The original flyer needs dates amending. Once done it can go to print and be ready for distribution with the November Challow News. The clerk was asked to check with the cricket club, British Legion and Village Hall if they would take receipt of paper responses of the survey for parishioners who are unable to access the online survey.</p> <p>c. Speed watch<br/>Nothing to report as Cllr Barrow was not in attendance.</p>   | <p>Cllr PB</p> <p>Cllr PB<br/>Cllr VB<br/>Clerk</p> |
| 132/22 | <p><b>Neighbourhood Plan Consultancy</b></p> <p>a. Update on the progress of the submission<br/>Cllr Hayes will be reviewing the Neighbourhood Plan prior to submission, as requested by Cllr Barrow.</p>   | Cllr TH   |
| 133/22 | <p><b>Footpaths and rights of way</b></p> <p>a. Update on footpath accessibility in the village<br/>D. Cllr Barrow has been in touch with the owners of land within the Parish which has footpaths crossing it and needs clearing for access.<br/>It was noted that on Monday 12<sup>th</sup> December at 6.30pm there is a presentation: Recovering Lost Footpaths: What is Involved and How to Go About It</p>  | Cllr PB   |
| 134/22 | <b>Recreation area</b>  |   |

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|        | <p>a. Update on work highlighted by the new 2022 ROSPA report<br/>Cllr Hayes updated the Parish Council on the accompanied visit with the inspector. A hard copy of the report was given to Cllr Terry who will liaise with Cllr Hayes regarding a working party to attend to some of the actions on the report.</p> <p>b. Pavilion safety – risk assessment and report on vandalism<br/>The clerk has carried out a risk assessment of the vandalised Pavilion. It is now boarded up and inaccessible to anyone.<br/>It was decided to lock the gates of the tennis courts for the winter for health and safety reasons as recommended on the ROSPA report.</p> <p>c. Pavilion Project – update on site meeting held in August 2022.<br/>Most of the councillors were present at the site meeting, it was agreed another meeting was needed to start the funding process off.</p> <p>d. Allotment fence<br/>C. Cllr Constance informed the Parish Council of where to apply for the County Councillors fund and it was proposed by Cllr Bosley and seconded by Cllr Webb to approve the quote for £6,300. The clerk will fill in the appropriate paperwork to apply for the funding.</p> | <p>Cllr TH and<br/>Cllr ST</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 135/22 | <p><b>Grounds Maintenance</b></p> <p>a. To update on any grounds maintenance issues<br/>If topsoil is going to be used in the play area this must not be disturbed. Cllr Bosley to speak to grounds maintenance contractor.<br/>Cllr Hayes and Cllr Bosley to adjust the contracts to include more detail.</p>  | <p>Cllr VB</p> <p>Cllr TH &amp;<br/>Cllr VB</p>                       |
| 136/22 | <p><b>Public Art/S106 Money</b></p> <p>a. Update on the progress of the S106 application<br/>The clerk reported there had been an email response to say the application was in progress.<br/>Cllr Hayes requested Abi Brown was contacted regarding the progress of the artist. The clerk is to arrange a meeting with Julie Perrin regarding training on S106 applications.</p>  | <p>Clerk</p> <p>Clerk</p>   |
| 137/22 | <p><b>Oxfordshire Council's Councillor Code of Conduct 2022</b></p> <p>a. To agree the Oxfordshire Council's Councillor Code of Conduct 2022<br/>Cllr Hayes proposed and Cllr Webb seconded to agree the code of conduct. The <b>Parish Council resolved to adopt the Oxfordshire Council's Councillor Code of Conduct 2022.</b></p>  |   |
| 138/22 | <p><b>Challow News – November</b></p> <p>a. Date of next meeting is 9<sup>th</sup> November 2022</p> <p>b. Request to ensure access to the waste bins by the Biffa wagon is clear and no cars obstructing their access, especially Old School Lane</p> <p>c. Change waste collection from Monday to Tuesday 10<sup>th</sup> October 2022.</p> <p>d. Please cut back hedgerows for autumn</p> <p>e. The tennis court will be closed over the winter months for health and safety reasons</p> <p>f. Reminder to be considerate on firework night</p> <p>g. Ask if anyone would like to be a Parish transport Representative</p>   | <p>Clerk</p>  |
| 139/22 | <p><b>Clerks Correspondence</b></p> <p>a. South Central Probation UPW consultation survey – do we require unpaid workers?<br/>The clerk was asked to contact the village hall asking if they would like to use this resource and to also contact the organisers to identify any new guidelines or restrictions in place.</p> <p>b. Airband presentation to council – unable to make this meeting has proposed a zoom call<br/>The Parish Council have declined this offer. The clerk to reply.</p> <p>c. OCC meeting for Parish transport Representatives<br/>The Clerk to put this in the Challow News as it does not have to be a Parish councillor</p>   | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>                   |

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|        | <p>d. A request for a water supply at the Parish Council Cemetery behind the church<br/>There is a water supply nearby but unfortunately there is no alternative available.<br/>Clerk to reply</p> <p>e. Access to Old school lane re rubbish wagon<br/>The clerk to put a reminder in the Challow news for cars to be clear of Old School Lane.</p> <p>f. Request for relocation of the miniature ornamental cherry tree (currently in the Mission Garden) with a former parishioner's ashes within the roots.<br/>It was suggested that this goes into the new cemetery, Cllr Hayes proposed this and Cllr Terry seconded this.<br/>The Chair will liaise with Mrs Redford regarding the suitable location for the replanting.</p> <p>g. The Parish Council has received a water bill for £728.16. Parish Councillors commented on how unusually high it was. Cllr Webb had taken a recent meter reading which was higher than the meter reading on the bill. The general feeling was there must be a water leak.</p> <p>h. Post meeting notes: The Parish Council will take daily meter readings to measure daily water usage and also contact Castle Water regarding the large bill. Dependent on the findings of these actions, will determine what further action is required.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr VB</p> |
| 140/22 | <p><b>Items for next agenda – to be received by the clerk by Tuesday 1<sup>st</sup> November</b></p> <p>a. Hedge replanting</p> <p>b. Budget</p> <p>c. Website</p>   |   |
|        | <p><b>Date of next meeting:</b> Wednesday 9<sup>th</sup> November 2022</p>   |   |

Meeting closed at 10.42pm

Signed (chair) \_\_\_\_\_

Notes on declaration of interest

- I. Any member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered
- II. With the exception of the circumstances listed in paragraph 9(2) of the Local Code of Conduct for Members, a member with a personal interest also has a prejudicial interest if it is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest. In such circumstances, the member must withdraw from the meeting room, and should inform the Chairman accordingly.  
It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.

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