

**Minutes of the Meeting of East Challow Parish Council
Wednesday 16 December 2020 at 7.30pm held virtually online by Teams.**

Present: Councillors Vanessa Bosley (Chair), Frances Webb (Vice Chair) Paul Barrow and Sarah Parker

In attendance: Sheryl Sanders (Clerk) and Julia Evans (RFO)

Members of the Public: One member of the public (part of meeting)

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| 98/20 | APOLOGIES FOR ABSENCE: Councillors Hayes and Game | |
| 99/20 | MINUTES OF MEETING HELD Wednesday 9 September 2020. Cllr Bosley proposed accepting the minutes Cllr Webb seconded. RESOLVED. | |
| 100/20 | DECLARATIONS OF INTEREST: None were declared. | |
| 101/20 | PUBLIC DISCUSSION TIME: None | |
| 102/20 | DISTRICT & COUNTY COUNCIL MATTERS District - Councillor Barrow had circulated two reports prior to the meeting: HOSC (Health Overview Scrutiny Committee) & Traffic Issues. An application is to be made to the Secretary of State to apply for civil parking enforcement within the Vale. Logs had been dropped at the entrance to Shelly's lane (BOAT) to prevent vehicles using the lane during the temporary closure that is in force – unfortunately someone had moved them. Concrete blocks will be placed in the area to deter use/vehicles. Oxfordshire County Council agreed to recommend all villages to use a speed limit of 20mph - this did not include A roads. Councillor Barrow will contact East Hanney PC regarding the moveable vehicle activated signs currently used in the East Hanney. Councillor Barrow had written to Historic England regarding the state of a listed barn in the village (number 1368464). Ivy is covering the roof which is causing damage. The rear of the building is open to the elements and does not provide protection. The planning application for a 4 bedroom house at the site of the former scout hut (P20/V0225/FUL) will be heard at the planning committee of the district council on 6 January 2021. Councillor Barrow has spoken with householders who live adjacent to the proposed development seeking their views. | PB |
| 103/20 | PLANNING MATTERS: The following comments were agreed. a) P20/V2022/HH single storey rear extension, part replacing outbuilding and alterations to existing single storey rear element. 2 Longs Cottages, Main Street, East Challow – Update – Planning permission had been granted. A letter is to be sent to the applicant, from the Parish Council regarding | Clerk |

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| | <p>the village green.</p> <p>b) P20/V3091/HH Two storey side and single storey rear extensions. 2 Hill Close, East Challow, OX12 9RU.</p> <p>No objection but would like the neighbours to be considered eg. parking and disturbance from builders.</p> <p>c) P20/V2994/RM Reserved matters for 169 dwellings Former Grove Airfield. No objection.</p> <p>d) P20/V113/O Residential development. Land N/W of Grove. This item was deferred until the next parish council meeting. It was noted that Denchworth would be affected by this proposed application.</p> <p>It was noted that there was not a sign for Circourt Road at the junction of the A417 to Denchworth. The Clerk was advised by the district council that records do not show that section of street where it meets the A417 within the parish of East Challow, therefore a street name plate would not be installed.</p> | |
| 104/20 | UPDATE ON MATTERS NOT OTHERWISE COVERED ON THE AGENDA | |
| | <p>a) Update on Purchase of Noticeboard for the Nalderfields Development: A location has been identified for the noticeboard (free standing adjacent to the SSE substation). The Clerk to obtain a quote for legs suitable for the noticeboard.</p> <p>b) Update on Old School Lane Signage Councillors Bosley and Hayes had re-visited the site where the sign was to be installed. It was agreed that the sign could be installed in the area. Councillor Bosley to organise the installation.</p> <p>c) Update of WW1 Memorial Tree Councillor Parker had found a nursery that could supply a potted, established spindleberry tree. She had not yet received a cost that included delivery.</p> <p>d) Update on Emergency Plan Councillor Bosley had almost completed the update.</p> <p>A member of the public joined the meeting.</p> <p>e) Update on No Cycling Signs The Clerk will obtain costs for two no cycling signs. One to be mounted on a post and the other on the barrier at the end of the pathway which is joins Old School Lane to Reynolds Way.</p> <p>f) Update on Website Accessibility Work to make the website compliant with regards to accessibility had started.</p> | <p>SS</p> <p>VAB</p> <p>SP</p> <p>VAB</p> |
| 105/20 | ACCOUNTS | |
| | <p>a) To approve the December payments</p> <p>Total for approval for December 2020 was £4417.56 Cllr Webb proposed accepting and Cllr Bosley seconded.</p> | |

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| | <p>b) The increase to the Clerk's homeworking allowance was agreed at £6 per week and backdated to April 2020. Proposed by Councillor Parker and seconded by Councillor Bosley.</p> <p>c) The increase to the litter warden's pay rate was agreed at £10 per hour from January 2021. Proposed by Councillor Bosley and seconded by Councillor Parker.</p> <p>d) The external audit report had been circulated prior to the meeting. The comments were noted.</p> <p>e) The budget proposal for 2021 had been circulated prior to the meeting. It was resolved to approve a budget as presented. Proposed by Councillor Parker and seconded by Councillor Webb.</p> <p>f) It was resolved to agree the precept of £32119.00. Proposed by Councillor Parker and seconded by Councillor Bosley.</p> <p>The council tax per Band D in East Challow will be £98.72 for 2021/22</p> | |
| 106/20 | <p>NEIGHBOURHOOD PLAN</p> <p>Councillor Barrow updated the Council on the timeline for the progress of the Neighbourhood Plan. This is unfortunately slower than expected. The land between Old School House and Goodlake House would be protected as a local green space.</p> <p>Collect of data complete by end of 2020 Policies drafted end of March 2021 Informal submission to Vale in April 2021</p> <p>Public consultation April 2021-July 2021 Review by the Vale Sept-Oct 2021 Independent Health Check Oct- Dec 2021 Full submission January 2022 External examination May/June 2022</p> | |
| 107/20 | <p>SPEEDING</p> <p>PC Walcott-Smith was due to bring a speed gun to the village within the next few weeks.</p> <p>An email had been received from a resident complaining about the speed of the vehicles driving through the village on the A417. The clerk to acknowledge.</p> <p>20's Plenty for Oxfordshire Campaign</p> <p>East Challow Parish Council support the campaign which looks to make sure all residential roads have a mandatory 20mph speed limit where pedestrian and cyclists mix with vehicles. It was understood that this was not applicable to A roads. The Clerk to email confirmation of East Challow Parish Council's support.</p> <p>It was noted that there were several street lights (including two island bollards) along the A417 adjacent to the Fuller's Grove development that were unlit. Councillor Bosley will note the lamps that are not functioning and report the lamppost numbers to the Clerk.</p> | <p>Clerk</p> <p>Clerk</p> <p>VB/Clerk</p> |

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| | It was noted that the speed limit through the village had been changed to 30mph. There had previously been a small stretch that was 40mph. | |
| 108/20 | <p>GROUNDS MAINTENANCE CONTRACTS 2021/22</p> <p>It was agreed to extend contracts A, B and C for a further year subject to a few minor adjustments. The Parish Council agreed to look at reducing the cost of the grounds maintenance for the next year. Proposed by Councillor Bosley and seconded by Councillor Barrow. The RFO to send the renewal letters out in January 2021</p> | RFO |
| 109/20 | <p>STORAGE OF PARISH COUNCIL RECORDS</p> <p>The village hall management committee had agreed that the Parish Council could hold archived records in the village hall. It was agreed that a cost should be obtained for a suitable lockable filing cabinet. The Clerk would contact a neighbouring parish council to find out what kind of cabinet they use. Councillor Parker to provide a draft document retention policy.</p> <p>FOOTPATHS/RIGHTS OF WAY/BOATS</p> <p>It was noted that there was a part of the footway between the two new developments that had not been widened during the works to the highway therefore the width was not consistent and not considered wide enough for pushchairs etc. Councillor Barrow will assess what is required and contact Oxfordshire County Council.</p> <p>It was noted that footpath 196/5 (The Park Footpath) was closed until August 2021. The Parish Council acknowledges the inconvenience this is causing; however, this was a closure enforced by Oxfordshire County Council.</p> <p>The district council had inspected Cornhill Lane and could not identify a need for a dog waste bin. The environment warden will put a warning sign by the entrance to the path reminding walkers of their responsibility to clear up after their dogs.</p> <p>It had not been ascertained who was responsible for Canal Lane. Councillor Parker will try to find out if it is maintained by Oxfordshire County Council.</p> | <p>Clerk</p> <p>SP</p> <p>PB</p> <p>SP</p> |
| 110/20 | <p>RECREATION AREA</p> <p>a) Play Area</p> <p>A quote had been received from Wickstead for a replacement rocker, It was thought that the additional cost for installation were too high. The Clerk had met with Kompan Ltd regarding a suitable piece of apparatus for the area but had not yet received a quote. The Clerk will find out how much money would be available from S106 to enable a bigger project to be investigated.</p> <p>b) Allotments</p> <p>The allotment renewal process had been completed and all rents had been received. All plots were rented. It was agreed to allow ¼ plots to be allocated to help reduce the waiting list. proposed by Councillor Bosley and seconded by Councillor Webb. The allotment rules were to be amended.</p> | <p>Clerk</p> <p>All</p> |

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| | <p>c) Car Park</p> <p>£879.00 had been received from the County Councillors Priority fund for the purchase of a swing arm barrier gate to be installed in the parish council car park adjacent to St Nicholas Primary School. £300 had been promised by the developer Mactaggart and Mikel towards the cost of installation. This totalled the full cost of the gate and installation.</p> <p>It was proposed by Councillor Barrow and seconded by Councillor Bosley to purchase the gate from Pepler Fencing. The Clerk to place the order.</p> <p>d) Tennis Court</p> <p>The net had been removed. The Clerk will provide a padlock and chain for the litter warden to lock the gate.</p> <p>e) Football Pitch</p> <p>It was noted that the pitch was water logged.</p> <p>f) Pavilion</p> <p>It was agreed that a working group should be established to plan an upgrade to the pavilion. Residents would be asked for input at a later date.</p> <p>It was proposed by Councillor Parker and seconded by Councillor Barrow that the power to the pavilion should be de-energised at a cost of £98.00 it would be the same cost to re-energise.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 111/20 | <p>NEW CEMETERY</p> <p>a) Plan of cemetery – Councillor Hayes was not present at the meeting to update the Council regarding the block plan he was looking to obtain. A cemetery plan had still not been created. There were to be no further burials until the water issues had been addressed and a plan created.</p> <p>A risk assessment for the cemetery was required.</p> <p>b) Monitoring of water table – The Clerk had contacted a neighbouring parish regarding how they deal with the water table in their cemetery – a response had not yet been received.</p> <p>c) The cemetery rules had been circulated for review.</p> | <p>TH</p> <p>ALL</p> <p>Clerk</p> <p>Clerk</p> <p>All</p> |
| 112/20 | <p>CLERK'S CORRESPONDENCE</p> <p>An email had been received regarding a campaign called 20's Plenty for Oxfordshire. The Parish Council agreed to support this.</p> <p>It was noted that residents use the East Challow Residents Facebook page to communicate complaints etc, but do not follow up by contacting the Parish Council.</p> <p>A letter had been received requesting a donation for the Challow News. It was agreed to pay the usual amount (to be confirmed by the RFO). Proposed by Councillor Parker and seconded by Councillor Webb.</p> | <p>RFO</p> |
| 113/20 | <p>ITEMS FOR CHALLOW NEWS</p> | |

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| | Reminder that the park footpath is closed until August 2021 | |
| 114/20 | DATE OF NEXT MEETING: 13 January 2021 | |

The meeting closed 10.17 pm

Signed by Cllr Vanessa Bosley (Chair)
