

# Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 12<sup>th</sup> July 2023 at 19:30, East Challow Village Hall

## Public Session

No Comments

## Members Present:

Chairman	Cllr V A Bosley (VB)
Vice-Chairman	Cllr F Webb (FW)
Members	Cllr B Millar (BM)
	Cllr S Terry (ST)
	Cllr P Barrow (PB)
	Cllr T Hayes (TH)

## Officers

RFO	Mrs L White (LW)
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**Public & Press** At least 2 including District Cllr Y Constance (YC)

Meeting Started: 19:30

**126/23 To receive apologies for absence. [LGA 1972 s85(1)]**

None.

**127/23 Declarations of Interests [LA 2011 s31]**

**127.1/23 To receive declarations of interest for items on this agenda**

Cllr S Terry – Beavers and Cubs

**127.2/23 To consider requests for Dispensations [LA 2011 s33]**

None.

**128/23 To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]**

**128.1/23 Meeting held on 21<sup>st</sup> June 2023**

A number of predominately clerical amendments were proposed, the minutes will be presented at the next meeting.

**128.2/23 Matters arising from the minutes not elsewhere on the agenda.**

The RFO confirmed that CIL would only be applicable as the higher Neighbourhood Plan rate, for new applications, not applied retrospectively.

**129/23 Chairman's Announcements**

It was reported that Leonard Davidson had recently passed, was a councillor for many years.

The Chairman, Bookings Clerk and Minutes Clerk will all be resigning at the September Meeting of the VH. The Vice Chair of the VH Committee is willing to become the Chair.

**130/23 To receive reports from District and County Councillors**

**130.1/23 Oxfordshire Council Councillor**

**Appendix A**

Comments in addition to the report included:

- Traffic Management in Oxford is ongoing
- New football stadium on Oxfordshire CC land is likely to be objected to.
- Young Turks are organising a working party on participatory democracy.
  - Currently no idea how it will be funded or how appointments will be made, length of term etc.
- Motion proposed this week for a feasibility study of a new railway line from Carterton to Oxford via Witney.
- 21m overspent on SEND provision, applications for statement for children have increased by 60%+
- YC raised that they would prefer funding for potholes and free transport for children to school.
- 20mph is coming through, and East Challow is on the schedule for next year.

**130.2/23 Vale of White Horse District Councillor**

**Appendix B**

District Cllr Barrow gave a verbal report including:

- Has written to EarthLine (the compliance manager has responded re: HGV's using Childrey Hill, the trucks are only meant to use the hill when A417 is closed, should trucks be spotted, should report them. If continues should write to the Chief Exec.
- Footpath north of the village- trying to get it cut and maintained. Have also been in contact with a representative and asked for footpath signs if the paths are cut.
- The footpath / Bridleway to Grove Business Park – there is a plan to reopen it.
- Footpath to Denchworth & pub, plans to start managing some of the brooks to then be able to reopen.
- To put footpaths / walks on the website.
- Chasing Crest Nicholason – they are planning to plant a hedge on the edge of the A417 adjacent to their development.

**131/23 Staffing Matters**

**131.1/23 To approve extending the advert deadline for the position of Clerk.**

**Resolved:** Approved to extend the deadline to 31<sup>st</sup> August 2023, if someone comes forward sooner an additional ordinary meeting can be called to appoint them if needed.

**132/23 Councillor Vacancy**

**132.1/23 To note the vacant seat has been advertised.**

Noted

**132.2/23 Subject to confirmation by VoWHD no election has been called, to approve advertising the seat for co-option, to be filled at the September meeting of the Parish Council.**

It was noted that VoWHDC has confirmed that an election has not been called and the position can be filled by co-option.

Whilst not a requirement in law to advertise the co-option seat, a NALC legal Topic Note does state that it is best practise and transparent to do so.

**Resolved:** Approved Unanimously to advertise the seat to be filled by co-option and plan to co-opt at the September meeting.

### **133/23 Planning**

**To approve response to requests for consultation on applications:**

**133.1/23 P23/V1461/HH - 6 Sarajac Avenue, East Challow, Wantage, OX12 9SA**

*Two storey side and single storey rear extension & porch*

**Resolved:** Approved Unanimously to submit the response: NO OBJECTION

**To note planning authority decisions on applications:**

**133.2/23 P23/V0488/HH - Windmill House, Ickleton Road, East Challow, Wantage, OX12 9JB - GRANTED**

*Proposed New Outbuilding comprising garden store, well being fitness studio and home office/ leisure space (amended plan received 26 May 2023)*

*ECPC Previous Response: NO OBJECTION*

Noted.

**133.3/23 To approve delegating to the Clerk, and RFO in the absence of the Clerk, responding to planning consultations which cannot wait for the next meeting of the council, in consultation with the members of the “planning group”**

The RFO explained that the current method of informally discussing with the working group and submitting a response is not lawful. The meetings are not public, and a Working Group cannot have delegated powers in this way. Any responses given in this way are open to question.

**Resolved:** Approved Unanimously to delegate to the Clerk to respond to small applications such single dwellings, extensions, advertising etc planning applications which cannot be entered on to an agenda. In the absence of the Clerk the RFO is delegated to carry out this task.

**Resolved:** Approved Unanimously, for larger applications, planning working group to discuss the fine detail, prior to a full meeting to agree the response to the consultation, an addition meeting will be called if required.

**134/23 To consider a flood alleviation proposal adjacent to LJ & CA Cannings on Common Land CL98**

The proposer was not present at the meeting – to move to September meeting if they are available. Open Spaces Society have not been in contact regarding this scheme, or immediate neighbours. There are a

number of drains in the village. A BT post was moved and after the move, the drainage problems started, perhaps the better proposal would be to get BT to return their post to the original location.

**135/23 To consider a request, and if thought appropriate approve supporting the Cricket Club's S106 application for £10000 toward Solar Panels from P15/V2952/0**

**Resolved:** Approved Unanimously to support the Cricket Club's S106 application for £10000 toward Solar Panels from P15/V2952/0.

**136/23 Proper Officer Report**

**Appendix C**

**136.1/23 To approve addition cost of £42 for a Cllr to attend the RoSPA playground inspection.**

**Resolved:** Approved Unanimously, budget £42.

**136.2/23 To approve budget and design of a new noticeboard.**

**Resolved:** Approved Unanimously £1000 to reuse the current spare noticeboard in storage, get legs for it if required, or source a new one.

**136.3/23 To note that official parish council e-mail addresses are required by the updated Joint Panel on Accountability and Governance – Practitioner Guide, March 2023. Email addresses and login details will be provided to all Cllrs to use going forward.**

Noted, RFO to provide login details.

**136.4/23 To approve installation of additional waste bins in the parish, agree location, permissions to be received and financial implications of ongoing collections.**

**Resolved:** Approved Unanimously to purchase 1 bin to replace the missing one by the GoodLake, maximum budget £200 for purchase and installation. **[ACTION]** Cllr Terry to confirm what surface is there for fixing.

**136.5/23 To approve purchase of 2 sets of replacement defibrillator pads**

**Resolved:** Approved Unanimously to purchase 1 adult pad pack and 1 child pad pack, budget £200, or source combined adult/child pack.

**136.6/23 To approve advertising for a new "PTR" Public Transport Representative**

**Resolved:** Approved Unanimously to advertise the PRT voluntary position in Challow News and other outlets.

**137/23 Finance 2023-2024**

**Appendix D**

**137.1/23 To approve the payments lists for July 2023**

**Resolved:** Approved Unanimously the Payment as detailed below.

Total Staff Costs: £2014.87

### All other Payments.

Voucher	Date	Bank	Cheque No	Description	Supplier	Net	VAT	Total
29	12/07/2023	Cooperative	403045	Grounds Maintenance	Wise Garden Maintenance	1,535.00	0.00	1,535.00
30	12/07/2023	Cooperative	403046	Grounds Maintenance	Pepler Fencing	180.00	36.00	216.00
31	12/07/2023	Cooperative	403047	Grounds Maintenance	Jeremy Hanham	770.00	0.00	770.00
32	12/07/2023	Cooperative	403048	Refund L White - Mobile Phone	Only Branded Limited	215.00	0.00	215.00
33	12/07/2023	Cooperative	403049	Expenses - Various	Laura White	94.60	0.00	94.60
37	21/07/2023	Cooperative		Website	Ionos	15.00	3.00	18.00
						<b>2809.60</b>	<b>39.00</b>	<b>2848.60</b>

It was noted that the £180 to Peplar Fencing was for emergency works due to vandalism. After the agenda was issued, a quote for remedial works of £294 had been received.

**Resolved:** Unanimously Approved to pay for the emergency works and attempt to reclaim the costs of the remedial works plus the remedy works from the person who was observed causing the damage.

### **137.2/23 To note the receipts lists for June 2023.**

The receipt was noted.

HMRC VAT return, 15<sup>th</sup> June 2023, £2084.69

**137.3/23 To note the reconciled bank accounts for 23<sup>rd</sup> June 2023 (latest bank statement)**

The balances were noted:

Co-operative Bank: £64117.08

Barclays Bank: £25765.77

Unpresented Cheques: £4972.39

<b>Bank Reconciliation at 23/06/2023</b>			
	Cash in Hand 01/04/2023		77,462.85
	<b>ADD</b> Receipts 01/04/2023 - 23/06/2023		23,246.22
			100,709.07
	<b>SUBTRACT</b> Payments 01/04/2023 - 23/06/2023		15,798.61
<b>A</b>	<b>Cash in Hand 23/06/2023</b> (per Cash Book)		<b>84,910.46</b>
	Cash in hand per Bank Statements		
	Petty Cash 23/06/2023	0.00	
	Cooperative 23/06/2023	64,117.08	
	Barclays 23/06/2023	25,765.77	
			<b>89,882.85</b>
	Less unpresented payments		4,972.39
			84,910.46
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>84,910.46</b>
	<b>A = B Checks out OK</b>		

**137.4/23 To approve opening a new bank account with Unity Trust and transfer all parish funds to that account, and close the other 2 bank accounts.**

*To consider adopting an investment policy at a future meeting.*

*To leave enough money in the co-operative account to cover uncashed cheques.*

The RFO gave a summary of the current difficulties. Unity Trust is a recognised and trusted Parish Council specific facility. Whilst they do not have any branches, they do complete all the ID verification checks digitally, which makes adding people when opening the account quite simple.

**Resolved:** Approved Unanimously to open an account with Unity Trust, as per signatory list as agreed in the last meeting. Close Barclays account, and consider an investment policy in the future.

## **138/23 Governing Documents – to approve new policies**

**Resolved:** Approved Unanimously to adopt of the documents below, and to bring changes to a future meeting.

<b>138.1/23</b>	<b>Complaints Policy</b>	<b>Appendix E</b>
<b>138.2/23</b>	<b>Requests for Information Policy (GDPR)</b>	<b>Appendix F</b>
<b>138.3/23</b>	<b>Publication Scheme</b>	<b>Appendix G</b>
<b>138.4/23</b>	<b>Privacy Notice</b>	<b>Appendix H</b>
<b>138.5/23</b>	<b>Financial Risk Management</b>	<b>Appendix I</b>
<b>138.6/23</b>	<b>Effectiveness of Internal Audit</b>	<b>Appendix J</b>
<b>138.7/23</b>	<b>Internal Controls Statement</b>	<b>Appendix K</b>

## **139/23 Standing Agenda Items, to receive update and agree actions**

### **139.1/23 Parish Cemeteries**

Discussed the Vicarage Hill Cemetery and its disarray, we have had some complaints from members of public. **[ACTION]** RFO to send letter to contactor highlighting the detail regarding the mowing of the cemetery, including the reclaimed area.

### **139.2/23 Traffic / Highways including**

- 20 is plenty

Ongoing – remove from future agenda.

- Speedwatch

A meeting will be held 26<sup>th</sup> July, with another parish coming to give details of their experience and how they setup speed watch.

- HGV's using Vicarage Hill – Note guidance has been provided from OCCH on how to progress additional signage as a parish and data to collect.

**[ACTION]** PB to draft a letter to EarthLine CEO, as DCllr.

### **139.3/23 Grounds Maintenance**

The Chair met with the contractor, raising points such as reclaimed land not being attended to as expected. The contractor has confirmed that it was not on their original cutting schedule.

### **139.4/23 Public Art**

The plans were shared with the councillors last evening. At the last meeting, it was asked to have a windmill as part of it. The Wantage museum have a photo of an engraved plate with a windmill on it, but does not appear to be on Windmill Hill. The school also has a windmill in their logo, which is being revamped. Potentially to include the school windmill. Another proposal was to use something to

“represent a windmill” such as a millstone. Proposed to write “East Challow” on the millstone, this was not well received.

It was further confirmed that there *is* an old image of a windmill in Wantage, and it is likely any windmill here would be of a similar style. **[ACTION]** VB and PB to try to get a copy of this picture and forward to TH.

It has been confirmed that it is the responsibility of the parish council to complete the planning application. A site visit early next week will be undertaken to define exactly where it is going. TH to draft the planning application to be brought to the council for approval at the September meeting.

**139.5/23 A motion without notice, to extend the meeting for 20 minutes.**

**Resolved:** Approved Unanimously, to extend the meeting for up to 20 minutes longer.

**139.6/23 Waste Recycling**

After a visit to the recycling centre, it was suggested to have a presentation to the village. **[ACTION]** PB to arrange a village presentation on what can and cannot be recycled.

**139.7/23 Recreation Area**

- Pavilion Project

A proposed drawing has been circulated. It was proposed to expand the pavilion to expand the central space to allow space for the changing rooms and provide storage for Beavers etc.

**[ACTION]** LW to get Football Association contact – to make sure that the pavilion will be FA compliant to try to seek funding.

- To consider a proposal for additional signage and a booking system for the tennis courts.

**Resolved:** Approved Unanimously to get a sign saying similar to “This is a shared village facility please restrict usage to an hour.” 2-off A4, Landscape, maximum budget £40

**140/23 Matters for Future Discussion**

- Railing Vandalism
- Staffing Committee
- A letter from the Village Hall, objecting to the Grant being used to cover the parish meeting costs.
- Parish Clock Maintenance, adding the Clock to the Asset Register.
- Add the new fence around the allotments to the asset register.

**141/23 To agree list of items from this meeting to be included in the next edition of Challow News**

- Co-option



- Recruitment of Clerk (no closing date)

**142/23 To agree date of the next meeting: 13<sup>th</sup> September 2023**

Confirmed

There being no further business to be transacted, the Chair closed the meeting at **21:50**

**Signed Chair**..... **Date**.....