

Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 11th October 2023 at 19:30, East Challow Village Hall

Public Session

MoP1: Asked if there was any update on the flood alleviation proposal adjacent to LJ and CA Cannings. The Councillors confirmed that they had not heard back from Mr Travers VWHDC about his attendance at a Council Meeting. A member of the community with professional experience has offered to investigate this further. This will be discussed again at the next meeting.

Members Present:

Chairman	Cllr V A Bosley (VB)
Vice-Chairman	Cllr F Webb (FW)
Members	Cllr T Hayes (TH) Cllr A Gregson (AG)
Admin Support	Mrs J Smith (JS)
Public & Press	2 Member of the Public

Meeting Started: 19:30

164/23 To receive apologies for absence. [LGA 1972 s85(1)]

Cllr P Barrow (PB), Cllr B Millar (BM)

165/23 Declarations of Interests [LA 2011 s31]

None.

165.1/23 To receive declarations of interest for items on this agenda

None

165.2/23 To consider requests for Dispensations [LA 2011 s33]

None.

166/23 To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

166.1/23 Meeting held on 21st June 2023

It was agreed that the minutes were an accurate record of the meeting. Proposed by VB seconded by FW. The minutes were duly signed.

166.2/23 Meeting held on 12th July 2023

2 clerical amendments and 2 wording changes were proposed, the minutes will be presented at the next meeting.

166.3/23 Meeting held on 13th September 2023

Amendments were proposed, the minutes will be presented at the next meeting.

166.4/23 Matters arising from the minutes not elsewhere on the agenda.

Cllr V Bosley

Chair of the Council

08th November 2023

None

167.23 Chairman's Announcements

None

168/23 Staffing Matters

168.1/23 To approve appointing Jane Smith as Clerk, 6 hours per week for a temporary period.

Resolved: following advice from the OALC J Smith will provide Admin support to ECPC for approx. 3 months, on a self-employed basis. This will give time to advertise for an RFO.

Approved Unanimously for J Smith to provide admin support for approx. 3 months.

168.2/23 To approve updating bank mandate for Co-operative, and new Unity Trust accounts to include the new Clerk, to setup payments and as a signatory for emergency payments only, if two Cllr signatories are not available.

This will need to be proposed and approved again once a permanent Clerk is in position. In addition JS was asked to contact other Parish Councils to ascertain if the Unity Trust Bank account was a good option. The Unity Trust bank account has not yet been opened due to changes in staffing. **ACTION JS**

168.3/23 To approve updating address for all council correspondence to the Clerk's home address OR approve setting up a PO Box, budget £400 per 12 months.

Resolved: The Post office Box proposal was decided against unanimously. It was agreed unanimously that JS admin support would give their address as and when required.

168.4/23 To note the resignation of the Responsible Financial Officer (RFO), effective 13th October 2023.

Noted.

168.5/23 To approve offering the position of RFO to the Clerk, or advertising for a replacement RFO.

Resolved: Approved Unanimously to advertise the RFO position.

168.6/23 Should the Clerk not wish to take on the Role of RFO, approve advertising for the position of RFO, SCP18, 2 hours per week.

Resolved: Approved Unanimously to advertise the RFO position.

169/23 Councillor Vacancy

169.1/23 To note the resignation of Cllr S Terry and that the vacancy has been advertised.

Noted.

169.2/23 Subject to confirmation that no election has been called on 20th October, to approve advertising the vacant seat.

Resolved: Approved Unanimously to advertise the vacancy in the Challow News and co-opt at the December Council Meeting.

Cllr V Bosley

Chair of the Council

08th November 2023

169.3/23 To approve which councillor will be responsible for the defibrillator going forwards and consider actions regarding there being no green light in the case.

Resolved: Cllr Bosley offered to be responsible for the defibrillator going forward. Proposed by VB Seconded by TH.

170/23 To receive reports from District and County Councillors

170.1/23 Oxfordshire Council Councillor

The report was received, no questions were raised.

Appendix A

170.2/23 Vale of White Horse District Councillor

The report was received, no questions were raised.

Appendix B

171/23 Planning

To note planning authority decisions on applications:

171.1/23 P23/V1689/HH - 14 Meadow Court, East Challow, Wantage, OX12 9WQ - **GRANTED**

Conversion of existing car port to an en-suite bedroom and enclosing a walkway to provide a hallway and home office. ECPC Response: NO OBJECTIONS – Check for legal covenant.

Noted.

172/23 Update on the flood alleviation proposal adjacent to LJ & CA Cannings

There were no updates. A member of the community with professional experience has offered to investigate this further.

173/23 Finance 2023-2024

Appendix C

173.1/23 To note Barclays have closed our account, sending a cheque for the outstanding balance.

Noted.

173.2/23 To approve not closing the Co-operative account yet and use the cheque from the account closure of the Barclays account as the opening balance at Unity Trust.

Resolved: Approved Unanimously to keep the co-operative bank account open and use the cheque from the account closure of the Barclays account as the opening balance at Unity Trust.

173.3/23 To approve the payments lists for October 2023

The payments list for October 2023 was unanimously approved with the addition of another payment to Wise Garden Maintenance for July and August invoices.

Total Staff Costs October: **£786.03**

All other October Payments:

Voucher No	Date	Supplier	Description	Payment Ref	Net	VAT	Total
62	11/10/2023	IONOS	Website	Direct Debit	15.00	3.00	18.00
61	15/10/2023	Information Commissioners Office	ICO Registration	Standing Order	35.00	0.00	35.00
60	11/10/2023	SSE Southern electric	Electricity - Pavilion	403075	158.12	7.89	166.01
59	11/10/2023	Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	403074	870.00	0.00	870.00
58	11/10/2023	Jeremy Hanham (Jeremy Hanham)	Grounds Maintenance	403073	1040.00	0.00	1040.00
	11/10/2023	Adam Wise (Wise garden maintenance)	Grounds Maintenance July/Aug invoices	403076	1430.00	0.00	1430.00
TOTAL					3548.12	10.89	3559.01

173.4/23 To note the receipts lists for September 2023.

Voucher 7; £20,000 precept received from Vale of White Horse District Council.

This receipt was noted.

173.5/23 To note the reconciled bank accounts for 25th September 2023 (latest bank statements)

Bank Reconciliation at 25/09/2023			
	Cash in Hand 01/04/2023		77,462.85
	ADD Receipts 01/04/2023 - 25/09/2023		43,374.14
			120,836.99
	SUBTRACT Payments 01/04/2023 - 25/09/2023		27,604.12
A	Cash in Hand 25/09/2023 (per Cash Book)		93,232.87
Cash in hand per Bank Statements			
	Petty Cash	25/09/2023	0.00
	Barclays	25/09/2023	0.00
	Cooperative	25/09/2023	71,799.52
	Unity Trust	25/09/2023	0.00
			71,799.52
	Less unrepresented payments		4,370.34
			67,429.18
	Plus unrepresented receipts		25,803.69
B	Adjusted Bank Balance		93,232.87
A = B Checks out OK			

The balances were noted.

173.6/23 To complete the quarterly budget review and approve proposed updates.

It was agreed to gain the views of more Councillors, this will be discussed at the next meeting.

174/23 Finance 2024-2025

Appendix C

174.1/23 To approve budget for 2024-2025 and approve precept request of £45,950.

It was agreed to gain the views of more Councillors, this will be discussed at the next meeting.

174.2/23 To approve updating the account for the precept to be paid into, to the Unity Trust Account, if open when the paperwork is completed.

This will be re considered once a new account open.

Cllr V Bosley

Chair of the Council

08th November 2023

174.3/23 To Note the receipt of the October 2023 CIL payment letter detailing the parish council CIL share amount .

This payment was noted and Cllr Webb will confirm which bank account this will be paid into prior to the October payment date.

**175/23 To approve attendance at training courses and budget for Councillors and Staff
Appendix**

Added to the agenda again as no decision was made at the last meeting

Resolved: It was unanimously approved for J Smith to attend the Accurate agendas and effective minutes course on the 20th October at a cost of £60.

176/23 Noticeboards

176.1/23 To approve removing the Noticeboard at the top of Sarajac Avenue for refurbishment. To approve sending letter of thanks to the resident who has offered to refurbish it, for the cost of materials only. Approve budget of a maximum of £300 for materials.

Resolved: Approved Unanimously to remove the noticeboard and refurbish, budget approved unanimously.

176.2/23 To approve applying for Cllr Priority Funding for the legs and installation of the already purchased noticeboard for the new housing estate, maximum budget £1000, exact cost to be detailed on application form.

Resolved: Approved Unanimously to apply for Cllr Priority Funding, in addition it was unanimously approved for ECPC to add up to a maximum of £500 to the overall cost.

177/23 Parish Clock at St Nicholas Church

177.1/23 To approve sending payment of £250 for this year, noting OALC and RFO advice there is no legal power to do so.

It was approved unanimously to send the payment.

178/23 Warm Spaces Project

178.1/23 To approve the full scope of the Warm Spaces Project and approve budget.

2/3 Cllrs are regularly attending the Warm Spaces event, this takes place at the Cricket Club in East Challow . Cllr Barrow has been purchasing the refreshment from his own funds. It was unanimously approved that this event will become an ECPC backed event. The refreshments will be purchased by a Cllr and claimed back as an expense. A risk assessment will need to be put in place and BHIB, the Council's insurers will need to be informed. A budget of £100 per year was unanimously approved. **Action VB to speak to the Cricket Club to discuss risk assessment . Action VB to contact BHIB to discuss insurance.** Advice from OALC has been followed.

Resolved: Unanimously approved

179/23 To consider a proposal for a new waste bin to replace the one which was opposite Goodlake House & approve budget.

This proposal was agreed at the July meeting. It was unanimously agreed to increase the budget to a maximum of £500. Cllr Hayes will report back on waste bins option at the November meeting.

180/23 Motion without Notice – to extend the meeting, unanimously approved.

181/23 Standing Agenda Items, to receive update and agree actions

181.1/23 Parish Cemeteries

The beech hedge at the new cemetery on Main Street still needs some maintenance.

Some landscaping needs to be carried out on the reclaimed land in the Vicarage Hill cemetery.

181.2/23 Traffic / Highways including

- HGV's using Vicarage Hill – Update from DCllr. No update available, to be discussed at the next meeting
- Speed Indicator Displays (SID's) update on installation required. No update available, to be discussed at the next meeting.
- Speed of vehicles on B4507 Wantage to Childrey Road.

Cllrs spoke to OCCH and have been advised to contact District Cllr Yvonne Constance and ask that they get in touch with Lee Turner from OCCH and request that the speed limit on the B4507 be reduced to 40 miles per hour. **JS will email County Councillor Yvonne Constance Action**

181.3/23 Grounds Maintenance

The Cllrs will review the Grounds maintenance Schedule. Changes to Schedule S101 have been received from OCCH . This will be compared to the original 2016 S101 Agreement and be discussed at the next meeting. The letter will need to be signed and returned . **Pending Action**

181.4/23 Public Art

- To receive the draft planning application for the Public Art and approve if suitable for submission, approve to pay planning portal costs – likely less than £400, but subject to calculation on application.

The sub committee have reviewed the three quotations received from planning agents and have decided that Challow Design (Ed Clare) is the most suitable. Cllr Hayes proposed that Challow Design is appointed as the agent for the parish council for this project. Seconded by FW.

The sub committee held a site meeting with Mark Francis (OCC) and agreed the location for the Suffolk sign. The design of the foundation was also discussed.

The artist has been advised not to proceed until after the planning permission has been received.

Cllr Hayes submitted an update to Challow News along with a copy of the approved image.

Cllr V Bosley

Chair of the Council

08th November 2023

181.5/23 Recreation Areas

- Pavilion Project update . No update available
- Consider further actions regarding the RoSPA report as presented at the last meeting.

Cllr Hayes reported the following actions from the ROSPA inspection:

Page A2 Gates- consider fitting a buffer which prevents the gate from closing fully so the minimum gap is 12 mm

Page A3 General Surface- Filling of the gaps between tiles with topsoil (no need to fill to the top tile level) as this will prevent shrinkage. Low plants in the gap are also acceptable.

Page P1 Agility Trail- tighten bolts

Page P4 Carousel- refit the tiles. Cllr Hayes has contacted the manufacturers (Wicksteed) to request a quotation to re-lay the tiles

P12 Slide- this item is not compliant with the requirements of the relevant standards.

It was agreed Cllr Bosley will talk to Lewis about the actions required, to ascertain which he would be able to attend to. This will need to be discussed at the next meeting. **Action VB**

182/23 **To receive Correspondence and agree actions or approve response**

Correspondence 1 Water at the cemetery – this was discussed and all Cllrs agreed that the cost of this was not justifiable. It was agreed that a response should be sent. **Action JS**

Correspondence 2 Grant application Village Hall committee – this has been received for an increased amount of £3000 for 2024. At September's meeting it had been agreed to offer a Grant of £2500. Now the Village Hall committee have submitted the operating costs for 2024 they will be compared with 2023 and a final figure will be agreed and discussed at the next meeting.

Correspondence 3 Trees surrounding the car park by the school- a letter has been received reporting that children are climbing the trees surrounding the school car park, even though they have been asked not to. It was asked if the council have had these trees inspected for disease or damage. The risk assessment states every 5 years, Cllr Hayes will look further into this and assess if a full inspection of trees needs to be carried out. In the meantime, Cllr Bosley will contact a tree surgeon and ask him if he can inspect the trees or if he knows someone who could do the work. JS will reply to the email and inform them of the actions to be taken. **Action VB Action JS**

183/23 **Matters for Future Discussion**

Completion of quarterly budget review

Approval of 2024/2025 budget

Warm spaces risk assessment and insurance cover

Updates to the flood alleviation proposal adjacent to LJ and CA Cannings.

To receive more information and options for the replacement of the waste bin opposite the Goodlake

To discuss the proposed changes to the S101 schedule

To discuss any outstanding actions still required from the ROSPA inspection.

Cllr V Bosley

Chair of the Council

08th November 2023

Confirm the grant amount for the Village Hall for 2024

To discuss a full Tree inspection

184/23 **To agree list of items from this meeting to be included in the next edition of Challow News**

Autumn Clear Up

November 5th

Parish Councillor Vacancy

185/23 **To agree date of the next meeting: 8th November 2023**

confirmed

There was no further business transacted, the Chairman closed the meeting at 22.25

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