

Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 8th November 2023 at 19:30, East Challow Village Hall

Public Session:

MoP1 distributed an amended proposal to alleviate the flooding adjacent to LJ & CJ Cannings. It was reported that a meeting was held on the 30th of October between Leigh Travers, Gordon Kelman OCC and Mr Cannings about a proposed scheme and access requirements. Concerns were raised about the duration of the access restrictions. East Challow Parish Council were unaware of the revised plans, no prior communications had been received. Cllr Bosley enquired if s.38 consent had been applied for. s.38 of the 2006 Commons Act would be required because, at least temporarily, the works will restrict access to land.

Members Present:

Chairman Cllr V A Bosley (VB)

Vice-Chairman Cllr F Webb (FW)

Members Cllr T Hayes (TH)

Cllr P Barrow (PB)

Cllr A Gregson (AG)

Admin Support Mrs J Smith (JS)

Public and press:

Seven including County Councillor Y Constance (YC) (Cllr Constance attended for part of the meeting)

Meeting started at 19:35

186/23 To receive apologies for absence. [LGA 1972 s85(1)]

Cllr B Millar (BM)

187/23 Declarations of Interests [LA 2011 s31]

187.1/23 To receive declarations of interest for items on this agenda.

Cllr V Bosley on Village Hall Committee

Cllr P Barrow as District Councillor

187.2/23 To consider requests for Dispensations [LA 2011 s33]

None

188/23 To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

188.1/23 Meeting held on 12th July 2023

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

188.2/23 Meeting held on 13th September 2023

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

188.3/23 Meeting held on 11th October 2023

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

188.4/23 Matters arising from the minutes not elsewhere on the agenda.

A notice board for the Vicarage Hill Cemetery to display rules and regulations was discussed. Cllr Bosley asked the councillors to look at a similar sized notice board outside St Nicholas Church. Cllr Bosley will obtain a price. This will be discussed at the next meeting.

189/23 Chairman's Announcements

None

190/23 Staffing Matters

190.1/23 To receive an update on the RFO position.

One person has shown an interest in this position. The position has been advertised in the November edition of the Challow News, the East Challow Facebook pages and on the Parish noticeboards. A temporary solution of using a bookkeeper for this position was discussed and agreed, proposed by FW, seconded by PB. **[ACTION VB to arrange a meeting with the bookkeeper].**

191/23 Councillor Vacancy

An update was received. Vacancy has been advertised in the November Challow News, the East Challow Facebook pages, on the Parish noticeboards and will go into the December Challow News. Two people have expressed an interest in the position. VoWHDC has confirmed that no election has been called and the position can be filled by co-option. It was unanimously approved to co-opt at the December meeting.

192/23 To receive reports from District and County Councillors

192.1/23 Oxfordshire County Councillor Appendix A

The report was received. In addition to the report concerns were discussed concerning the new bus stopping and picking up in Sarajac Ave and the walking distance to Windmill Place, Highview and Vicarage Hill. Cllr Constance will raise this point on behalf of East Challow Parish Council and enquire if the bus will make an additional stop on Highview. Cllr Constance also informed the meeting that the new bus service will run until 27th November 2025 and the idea of a Taxi Share may be proposed at this point. Cllr Constance requested the contact email for the Challow News **[ACTION JS]**

The regular flooding on the A417, which had been reported in the Wantage Herald was discussed. Cllr Bosley thanked Cllr Constance for the actions regarding the speed limit on the B4507.

192.2/23 Vale of White Horse District Councillor Appendix B

The report was received, no questions were raised.

Cllr Barrow also mentioned the community bus service and that the surface on the Childrey Bridlepath was being addressed.

193/23 Planning

193.1/23 To note planning authority decisions on applications:

P23/V1959/S73 – Challow Hill Farm Faringdon Road East Challow Wantage OX12 9PD - **GRANTED**

Application proposal, including any amendments :

Variation of conditions 2 (Approved plans) and 6 (Specified Use) on application reference number P22/V1189/FUL to accommodate larger storage units. (Change of use of agricultural land to a secure storage facility (Class B8))

P23/V1923/HH -First Light 1A Windmill Place East Challow OX12 9RT – **GRANTED**

Noted

193.2/23 To approve response to request for consultation on application

P23/V2403/FUL – Challow & Childrey Cricket Club Vicarage Hill East Challow OX12 9RR

Installation of Photovoltaic panels on the Cricket Club roof.

Resolved: Approved unanimously to submit the response: NO OBJECTIONS

194/23 Update on the flood alleviation proposal adjacent to LJ & CA Cannings

An additional update was received in addition to the previous discussion at the start of the meeting; The scheme has now been amended and the current drawings show the areas of surface water removed from the area that East Challow Parish Council were concerned about. No digging will take place until after Christmas, possibly February/March and East Challow Parish Council will be informed before this takes place. Cllr Bosley reminded all present that s.38 consent would still be needed as this is part of the common land known as the Village Green. As there are still concerns about access and the scheme, Cllr Barrow will contact John Brackley VoWHDC to request a site meeting and a further explanation of the plans and the proposed road closures. [**ACTION PB**]. Jane Smith, Admin Assistant, will request the amended drawings from OCC [**ACTION JS**]

195/23 Finance

195.1/23 To receive an update on the opening of the Unity Trust Bank account.

This has not been opened due to the changes in staffing. Cllr Webb reported that this was needed as soon as possible.

195.2/23 To approve the payments list for November 2023

The payments list for November 2023 was proposed by FW and seconded by VB

Total Staff Costs November: £76.30

All other November Payments:

Date	Supplier	Description	Payment Ref	Net	VAT	Total
23/10/23	Ionos	24-month Domain payment (not included in October payments)	Direct Debit	19.98	4.00	23.98
08/11/23	Ionos	Website	Direct debit	15.00	3.00	18.00
08/11/23	Jeremy Hanham	Grounds Maintenance	403077	1010.00	0.00	1010.00
08/11/23	Adam Wise	Grounds Maintenance	403078	2705.00	0.00	2705.00

08/11/23	SSE Southern Electric	Electricity- pavilion	403079	24.59	1.29	25.88
08/11/23	Mr B Huggins	Refurbishment of Sarajac Ave noticeboard	403080	250.00	0.00	250.00
08/11/23	J smith	Admin services	403081	420.00	0.00	420.00
08/11/23	J Smith	Various Expenses	403082	97.93	0.00	97.93
08/11/23	The defib pad (SafeLincs)	Refund Defib pads to V Bosley	403083	64.99	13.00	77.99
08/11/23	V Bosley	Expenses Stamps	403085	6.00	0.00	6.00
			Total	4613.49	21.29	4634.78

195.3/23 To Note the October 2023 Receipts

October Receipts

25/10/23 East Challow CIL Share October 2023 £33,499.33

27/10/23 Refund from Pepler Fencing £216.00

October 23 Allotment fees £140.00

06/ 10/23 J Godfrey & Son £855.00 – reopening and burial

The receipts were noted.

196/23 Finance 2024-2025

196.1/23 To approve the budget for 2024-2025 and approve the precept request of £45,950

The budget and precept request were discussed. It was raised that due to the findings of the ROSPA report items of play equipment will need to be replaced, so the precept request may need to be increased. All councillors will look at the proposed budget and this will be taken forward to the December meeting. **[ACTION all Councillors]**

196.2/23 To approve updating the account for the precept to paid into the Unity Trust Account, if open when the paperwork is completed.

This will be taken forward to the December meeting.

197/23 Noticeboard

197.1/23 To receive an update on the refurbishment of the Noticeboard at the top of Sarajac Avenue.

Resolved: The noticeboard had been refurbished and installed. It was agreed that a thank you letter should be sent. **[ACTION JS]**

197.2/23 To receive an update on applying for Cllr Priority Funding for the legs and installation of the already purchased noticeboard to be located near the new housing estate.

An update was received; Cllr Bosley has received the online forms and quotations which come within the approved budget. Cllr Bosley will progress this application and report progress at the December meeting. **[ACTION VB]**

198/23 Warm Spaces project/Community Celebrations

198.1/23 To receive an update on the actions proposed for the Warm Spaces project; Risk assessment and contacting BHIB council insurers.

This was discussed and it was confirmed that the Parish Council insurance covers the Warm Spaces project as this is being run by Parish Councillors. The risk assessment still needs to be put in place; Cllr Bosley will follow this up with the Cricket Club. **[ACTION VB]**

198.2/23 To consider the additional advice received from OALC concerning DBS checks.

This was discussed and it was decided that DBS checks would be carried out for Cllr Bosley, Cllr Barrow. **[ACTION VB, PB]**

Resolved: DBS checks will be carried out

199/23 To receive an update on the replacement of the bin opposite Goodlake House

Resolved: Cllr Webb, in discussion with Cllr Hayes, will be ordering a bin and the base will be filled with gravel to save the process of bolting it to the ground.

200/23 To consider the actions for the missing green light in the defibrillator case.

A representative from the supplier of the defibrillator has reported that there is not an electricity supply to the telephone box, this is the reason the green light is missing. Cllr Bosley has submitted a video of the inside of the telephone box but has not heard back. Cllr Bosley reported that the defibrillator is working, and the new pads are now in place. The progress on this will be brought to the December meeting.

201/23 To further discuss the Grant application from the Village Hall committee which was received at the previous meeting and agree a Grant figure.

Resolved: A grant of £3000, paid in 2 parts, was unanimously agreed. This sum would include any East Challow Parish Council hire costs for the Village Hall. The first £1,500 will be paid after the April 2024 Parish Council meeting and then £1,500 will be paid after the September Parish Council meeting.

202/23 To receive an update on the agreed inspection of the trees belonging to East Challow Parish Council in the Parish Council car park adjacent to the school and discuss a full tree inspection.

Cllr Bosley has heard back from a contractor who may have been able to carry out the inspection, but he doesn't have enough public liability insurance. It was decided that an arborist with the required public liability insurance would be needed to carry out the inspection. Cllr Gregson will contact an arborist and ascertain availability and report back on costs.

[ACTION AG]

203/23 Standing Agenda Items, to receive update and agree actions.

203.1/23 Parish cemeteries

It was noted that landscaping is needed in the Vicarage Hill cemetery to level the reclaimed land. Cllr Bosley reported that both cemeteries have had their last cut by grounds maintenance. Grounds maintenance will do a tidy up in the Vicarage Hill cemetery just before Christmas.

203.2/23 Traffic/ Highways

- HGV's using Vicarage Hill – Cllr Barrow reported that, Letcombe Hill now has SLOW painted on the road surface and HGVs were still using this road. The Vicarage Hill sign at the junction of B4507 needs to be larger, Cllr Barrow will report this.
- Speed indicator Displays (SIDs) update on installation. – Cllr Barrow had contacted Crest Nicolson but they had reported that they were short of staff so no update was available. Cllr Gregson will draft a letter to Crest Nicolson requesting more information. **[ACTION AG]**
- Speed of the vehicles on B4507 Wantage to Childrey road – Cllr Constance is enquiring about costs of consultation and admin in order to implement a 40 mph speed limit. Ashbury have requested 20 miles per hour on the stretch of road that goes through their village. Cllr Barrow will be inviting Mark Francis OCCH for a site visit to further discuss the problem and future solutions. **[ACTION PB]**

203.3/23 Allotments

Cllr Webb reported that 3 allotment holders had given up their allotments, 2 of these were half plots and will be divided to make quarter plots. In total there are 5 plots; 2 have been allocated and the others are still available. Cllr Webb requested a laminated sign to be stuck to the water troughs, requesting allotment holders do not wash vegetables in the water trough. Cllr Barrow offered to provide the laminated sign. **[ACTION PB]**

203.4/23 Grounds Maintenance

The grass cutting contracts have now expired and will need to be renegotiated in time for the grass cutting to start in 2024. This will be discussed further at the December meeting. Adam Wise has asked to be considered for the 2024 grass cutting contracts.

203.5/23 Public Art

Cllr Hayes reported that the orders had not been placed, the sub committee confirm that the costings fall within the S106 grant. The issues should be resolved before the next council meeting.

203.6/23 Recreation Areas

- Pavilion project update - The Parish Council have been asked by the Cricket Club if they could use the pavilion for a children's football team that is being set up in the village. Cllr Bosley explained that the pavilion needed extensive renovation work done before it could be used and that the Parish Council during 2023 had plans drawn up to replace the pavilion. Representatives from the Cricket Club, present at the meeting, have offered to work with the Parish Council to secure funding from the Football Foundation and Sport England. A

meeting will be set up to discuss the way forward. Cllr Bosley also said that the Beavers/Cubs wish to be included in plans going forward. **[ACTION VB & JS]**

- Consider further actions regarding the RoSPA report – Cllr Hayes circulated a quote obtained from Wicksteed to replace the Carousel; this was £11,245.10. Cllr Hayes will now obtain a quote for the replacement of the small slide and a new rocker chicken and will bring this to the next meeting. The plan would be that items would be replaced at the same time. Cllr Hayes will meet with an East Challow Parish Council employee to discuss the edging around the play equipment and actions that need to be taken. **[ACTION TH]**
- To further discuss Grounds Maintenance Schedule S101 that was presented at the previous meeting. Changes to Schedule S101 have been received from OCCH – This was discussed East Challow Parish Council currently have grants to cover 2 cuts of the large green area by Goodlake House, although there are 3 yearly cuts in the schedule. The changes will reduce the grant funding and it will only cover 1 cut, East Challow Parish Council will need to fund the remaining 2 cuts.

Resolved: it was unanimously agreed that the letter would be signed, agreeing and sent back **[ACTION VB & JS]**

204/23 **A motion without notice – to extend the meeting until 10.00, unanimously approved.**

205/23 **To receive Correspondence and agree actions or approve responses.**

- **To consider a request and discuss to use the present football pitch for a new football team, decorate the changing rooms and the setting up of Rising Stars football club.**

The cricket club would like to set up a football club for children of East Challow, they would like to use the football pitch and the pavilion. They would like to work with East Challow Parish Council to secure funding to install lighting on the recreation ground and assist with repairs to the pavilion.

Resolved: It was unanimously approved for East Challow Parish Council to support the cricket club to access the football pitch and pavilion a meeting will be set up to further discuss going forward. **[ACTION JS]**

- **Parish Transport Representative meeting**

Cllr Barrow expressed an interest in attending this meeting which is scheduled for 14th November at 1.30. Cllr Barrow has another commitment currently. Jane Smith Admin Assistant was asked to request the minutes of this meeting and pass them to Cllr Barrow. **[ACTION JS]**

- **Christmas tree collection point**

The Village Hall committee would like to continue offering the facility for Christmas tree collection. East Challow Parish Council has always supported this. Jane Smith Admin Assistant will email the Waste recycling officer and confirm this and obtain a date for tree collection. This will then be published in the Challow News and displayed on the Parish noticeboards. **[ACTION JS]**

- **Replacement Salt Bin on A417**

Cllr Gregson had received an email saying that the salt bin would be replaced, Cllr Gregson has been asked to email Highway's Maintenance again if it is not replaced by December. **[ACTION AG]**

- **Waste recycling tour**

CLlr Barrow reported that the waste recycling officers had agreed to give a talk (this email was circulated by JS Admin Assistant) and asked for an idea of who would like to attend so that he could make the arrangements. This invitation would be to all his Parishes. [ACTION PB]

- **Request to use football pitch.**

An email had been received concerning using the football pitch, CLlr Bosley will reply and find out more information. [ACTION VB]

- **Parking at the top of Sarajac Avenue-**

CLlr Barrow had received a request from some residents in Childrey Way for extra parking spaces. CLlr Barrow will request this. Waste bins that were left out for days after being emptied were also causing a parking issue in this area, CLlr Barrow will write a letter to the resident who parks on the footpath. [ACTION PB]

206/23 Matters for future discussion

- Flooding on A417 (East Challow to Stanford in the Vale) -CLlr Barrow added that there was evidence of improved drainage on Woodhill Lane but was concerned about the ditches by Mellors garage.
- Parish Emergency Plan – A councillor will be asked to update this.
- Grounds Maintenance Schedules.

207/23 To agree a list of items to be included in the next edition of the Challow News

- Christmas tree collection
- Reminder for emptied refuse bins to be collected and returned to your property.
- Considerate parking, not on footpaths or corners
- Season’s Greetings from East Challow Parish Council.

208/23 To agree the dates of future meetings

13th December 2023

10th January 2024

confirmed

There was no further business transacted, the Chairman closed the meeting at 21.55.

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