

## Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 13<sup>th</sup> December 2023 at 19:30, East Challow Village Hall

### Public Session:

No points were raised.

### 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)
	Cllr B Miller (BM)
	Cllr I Crump (IC) (After Co-option)
Admin Support	Mrs J Smith (JS)
RFO	Mrs L Pike (left meeting at 8.00)

### Public and press:

One present.

### Meeting started at 19.32

**209/23** To receive apologies for absence. [LGA 1972 s85(1)]

None received.

**210/23** Declarations of Interests [LA 2011 s31]

**210.1/23** To receive declarations of interest for items on this agenda.

Cllr V Bosley on Village Hall Committee

Cllr P Barrow as District Councillor

Cllr A Gregson Planning Application *P23/V2520/HH*

**210.2/23** To consider requests for Dispensations [LA 2011 s33]

None

**211/23** To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

**211.1/23** Meeting held on 8<sup>th</sup> November 2023

It was agreed that the minutes were an accurate record of the meeting. Proposed by TH seconded by PB. The minutes were signed at the end of the meeting.

**211.2/23 Matters arising from the minutes not elsewhere on the agenda.**

None

**212/23 Chairman's Announcements**

Cllr Bosley explained that East Challow Parish Council had received an email concerning a fallen tree in Old School Lane, as this was a safety issue, emergency works were carried out quickly at a cost of £160. This cost was confirmed and noted by all Councillors.

Cllr Bosley explained that the Clerk and RFO needed some technical support, there would be a cost of £60 excluding VAT all Councillors approved this cost.

Cllr Bosley and Jane Smith Admin Assistant, informed the meeting that the following items would need to be added to the agenda for discussion, information on these items had been received after the agenda had been issued:

To Discuss the Annual CIL declaration that needs to be submitted by 31<sup>st</sup> December 2023.

The updating of the Co-op bank account to reflect current staffing and Councillors, after receiving information from the Co-op bank on 11 December 2023.

Cllr Bosley reported that Cty Cllr Yvonne Constance had been ill. A card was sent from all at East Challow Parish Council, sending best wishes.

**213/23 Staffing matters**

**213.1/23** To confirm appointing Laura Pike to the position of RFO from 01/12/2023, with a 6-month probationary period, for 2 hours per week, plus additional hours for handover, training and during periods of high workload.

Cllr Bosley confirmed with the OALC that following a successful interview, the RFO could be appointed before the next council meeting due to time pressures and being in post, in readiness for a busy accounting time ahead. Jane Smith Admin Assistant circulated an email on 21/11/23 to all Councillors to obtain a majority agreement for this appointment. The appointment was unanimously agreed.

Resolved: This was noted and confirmed unanimously.

**213.2/23** To approve appointing Jane Smith, Admin Assistant, to the position of Clerk from 01/01/2024, with a 3-month probationary period, this has been reduced to 3 months as Jane Smith has been fulfilling the clerk role since 06/10/23, for 8 hours per week, plus additional hours during periods of high workload.

Resolved: This was approved unanimously.

An NJC contract has been issued for L. Pike and will be issued for J Smith, following advice obtained from the OALC.

## **214/23 Councillor Vacancy**

### **214.1/23 To note VoWHDC has confirmed no election has been called and hear representations from co-option candidates.**

The chair invited the candidate present to say a few words in support of their candidacy.

Candidate Ian Crump gave a brief statement in support of his application to become a parish councillor.

Candidate Kiera Bentley was unable to attend due to a prior commitment, Ms Bentley had submitted a statement in support of her application, this was read out by Jane Smith Admin Assistant.

### **214.2/23 To approve co-option of 1 councillor to fill the vacant seat.**

**Resolved:** Approved by Majority to co-opt Mr Ian Crump.

Cllr Crump signed his Declaration of Acceptance of Office. In the absence of an officer of the council, the chair of the meeting countersigned the declaration. Mr Crump joined the meeting as a Councillor.

## **215/23 To receive reports from District and County Councillors**

### **215.1/23 Oxfordshire County Councillor**

There was no report available due to illness.

### **215.2/23 Vale of the White Horse District Councillor.**

**Appendix A**

The report was received, no questions were raised.

In addition to the report Cllr Barrow reported that the community bus was now in operation and people were using the service. There is only money available till March 2025. Cllr Hayes enquired if East Challow Parish Council could sponsor this bus service. Cllr Barrow acknowledged this comment.

Councillor Barrow also reported that the future of Wantage Hospital continues to be under discussion. In January the Integrated Care Board will be presenting their offer to the Wantage Town Council Health Sub-committee and to HOSC.

## **216/23 Planning**

### **216.1/23 To note planning authority decision on application:**

**P23/V2403/FUL Challow and Childrey Cricket Club OX12 9RR- GRANTED** *Installation of photovoltaic panels on cricket club roof.* This was noted.

### **216.2/23 To approve responses to requests for consultations on applications:**

**P23/V2497/S73** - Field View Canal Farm Lane East Challow Wantage OX12 9YQ  
*Variation of condition 2 (approved plans) on application P23/V1145/HH for garage to be extended by 1.2m. (Single storey extension).*

Prior to the meeting the clerk collated email comments due to the response date of 30/11/23. A response was submitted on 27/11/23 of no objections.

**Resolved:** The response submitted on 27/11/23 was ratified unanimously.

**P23/V2520/HH** - 2 Willow Cottages Letcombe Hill East Challow Wantage OX12 9RW  
*Construction of two storey side extension and single storey rear extension*

Prior to the meeting the clerk collated email comments due to the response date of 30/11/23. A response was submitted on 30/11/23 East Challow Parish Council objects- also a paragraph was submitted to explain this decision.

**Resolved:** The response submitted on 30/11/23 was ratified by the majority.

**216.3/23 To note amendments to planning application:**

**P23/V1784/O**

*The amendment is for: Additional ecology information received 10 November 2023 Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.*

This was noted, Cllr Barrow has contacted the planning officer to obtain clarification on some points.

**217/23 Update on the flood alleviation proposal adjacent to LJ & CA Cannings**

On 13<sup>th</sup> December Cllr's Barrow and Bosley met with Will Piotrowski Senior Flood Risk Engineer from VoWHDC to discuss the scheme and listen to the concerns from East Challow Parish Council. It was felt that there were still concerns about the effect of the works when they are carried out, on LJ and CJ Cannings and the adjoining farm and for residents local to this area of the village. Cllr Barrow will request the Pre-construction Health and Safety Plan from Will Piotrowski **[ACTION PB]**. Cllr Bosley will request a site meeting with Mr Cannings to update him on the meeting. **[ACTION VB]**

**218/23 Finance**

**218.1/23 To receive an update on the opening of a Unity Trust bank account.**

The new RFO has only been in position since the 1<sup>st</sup> December and had been concentrating on the items required for the meeting. The RFO reported that she would like to research other bank accounts to decide the best option for the needs of the Council but the Unity Trust bank account had been entered into the accounting software by the previous RFO, Laura Pike RFO felt that this should be opened. A new account will be opened in January 2024. **[ACTION RFO]**

**218.2/23 To discuss and approve the updating of the Co-op bank account.**

It was reported by Cllr Webb and the RFO that the bank account needs updating to reflect new appointments and changes in Councillors.

**Resolved: It was unanimously approved for;**

Laura Pike RFO, Jane Smith (Clerk from 01/01/24), Cllr Gregson and Cllr Miller to be added to the bank mandate. It was noted that Cllr Webb and Cllr Bosley would remain on the bank mandate. The paperwork will be completed and sent by the RFO as soon as possible. **[ACTION RFO]**

**218.3/23 To agree the December 2023 payments and note the November 2023 receipts.**

**Total staff costs for December 2023: 98.57**

All other December payments:

Voucher No.	Date	Supplier	Description	Payment Ref	Net	VAT	Total
78	05/12/2023	IONOS	website	Direct Debit	15.00	3.00	18.00
75	30/11/2023	Wise Garden & hedge Maint	grounds maintenance	403086	800.00	n/a	800.00
76	11/10/2023	OALC	training course J.Smith	403087	60.00	12.00	72.00
77	08/12/2023	OALC	training course L.Pike	403087	30.00	6.00	36.00
79	30/11/2023	J.Smith	Admin services	403088	549.50	n/a	549.50
80	30/11/2023	J.Smith	expenses	403089	85.93	n/a	85.93
81	30/11/2023	V.Bosley	chairman allowance	403090	350.00	n/a	350.00
82	23/11/2023	SSE	electricity pavilion	403091	217.05	10.85	227.90
83	12/12/2023	Paul Barrow	expenses	403092	20.75		20.75
<b>Total</b>							<b>2,160.08</b>

**November receipts**

Voucher No.	Date	Payer	Description	Payment Method	Total
10, 11, 25, 26, 28	13/11/2023	Various	Allotment fee	Online	45.00
27	22/11/2023	Co Op	Funeral costs	cheque	195.00
<b>Total</b>					<b>240.00</b>

The December payments were agreed proposed FW seconded BM.

Cllr Webb pointed out the large bills being received for the electricity in the pavilion, Cllr Bosley offered to obtain a meter reading and the RFO was asked to set up an online SSE electricity account to enable quicker submission of readings. **[ACTION VB] [ACTION RFO]**

The November receipts were noted.

**218.4/23 To note the reconciled bank accounts for 25/10/23 and 24/11/23 (latest bank statements)**

The balances from on 25/10/23 were noted:

Co-operative: £66,295.16  
Unpresented payments: £2,303.00

Unpresented receipts: £25,803.69

Balance £89,795.85

The balances from 24/11/23 were noted:

Co-operative: £95,399.69

Unpresented payments: £2,129.30

Unpresented receipts: £25,803.69

Balance: £119,074.08

Both reconciliations were countersigned at the end of the meeting by FW and VB

### **218.5/23 To Discuss the Annual CIL Declaration**

The Annual CIL declaration has been received, this requires a submission to be made by 31<sup>st</sup> December 2023 reporting on CIL income and expenditure. Cllr Bosley will contact Hayley Keep of the Infrastructure Obligations team at VoWHDC for some advice on completing the submission. Cllr Bosley will work with the RFO to complete this declaration. **[ACTION VB ACTION RFO]**

### **219/23 Finance 2024-2025**

#### **219.1/23 To approve the budget for 2024-2025 and approve the precept request.**

Cllr Webb reported that the budget for 2024-2025 would need to be raised to consider; the increased grant to the Village Hall, the increased grass cutting costs with the changes to schedule 101, the need for more oak posts for the village green and the staffing costs.

**Partially resolved:** It was unanimously agreed the 2024/2025 precept should be £47,500.

Cllr Webb will work with the RFO to submit the precept forms, and the budget would be looked at by the RFO and this will be brought back to the Agenda for January. **[ACTION FW ACTION RFO]**

### **220/23 Noticeboards**

#### **220.1/23 To receive an update on applying for the Cllr Priority Funding for the legs and the installation of the already purchased noticeboard.**

Cllr Bosley reported that the already purchased noticeboard was not suitable as it was for attaching to a wall. Cllr Gregson has offered to look at the noticeboard to ascertain if it would be adapted to a freestanding noticeboard. **[ACTION AG]**

#### **220.2/23 To discuss the request for a new noticeboard to be located local to the Crest Nicholson Estate.**

Cllr Bosley reported that planning permission would be required for a new noticeboard. Cllr Hayes has offered to try and add this permission in to the planning application for the Suffolk Sign. Cllr Bosley will obtain quotes for a free-standing notice board and bring them to the next meeting.

**[ACTION VB ACTION TH]**

#### **220.3/23 To discuss the purchase of a noticeboard for the Vicarage Hill cemetery.**

**Resolved:** It was agreed that a notice board would be purchased, a similar size to the one outside St Nicholas Church. Cllr Bosley and the clerk will obtain quotes and bring along to the next meeting.

**221/23 Warm Spaces Project/Community Celebrations**

Cllr Barrow has received a risk assessment from a representative at Challow and Childrey Cricket Club, for modification. This will be brought back to the next meeting **[ACTION PB]**  
Jane Smith Admin Assistant will re email the information concerning the DBS checks and at the next meeting monies will be approved for the completion of DBS checks. **[ACTION JS]**

**222/23 To receive an update on the replacement of the bin opposite Goodlake house.**

**Resolved:** Cllr Webb on behalf of East Challow Parish Council has applied for a bin from the waste team at South and Vale

**223/23 To receive an update of the missing green light in the defibrillator case.**

**Resolved:** Cllr Bosley reported that this had now been fixed by SSE.

**224/23 To receive an update on the agreed inspection of the trees belonging to ECPC in the Parish Council car park adjacent to the school.**

**224.1/23 To discuss quotations and agree actions.**

**Resolved:** Cllr Gregson reported that a quotation had been received from RJR Tree surgery for a crown raise to 3 of the Horse Chestnut trees, the felling of the 1 nearest the school and the replacement of the felled tree £852.00. We are awaiting quotations from other tree surgeons. It was decided due to the need to start these works for safety reasons, that once the other quotes had been received, Jane Smith Admin Assistant would email this to the Councillors and obtain an agreement on which quote would be accepted. Works would then be carried out before the next meeting. **[ACTION JS]**

**225/23 To discuss the flooding on the A417 at the Junction of Silver Lane West Challow.**

Cllr Barrow reported that the businesses on the W & G Estate were losing a lot of revenue. The county council are hoping that the works to alleviate the flood will start next week once the water recedes, and weather is drier.

**226/23 To discuss the Emergency Plan and decide which councillor will be responsible for updating this.**

**Resolved:** Cllr Miller offered to update the Emergency Plan. Cllr Bosley or Jane Smith would Send copies of the original plan to Cllr Miller. **[ACTION VB ACTION JS]**

**227/23 To receive an update on the parking situation at the junction of Sarajac Avenue and Windmill Place also the residents request for increased parking.**

Cllr Barrow will be contacting VoWHDC about this request and the parking issue will be monitored by Cllr Barrow and be discussed at the next meeting. **[ ACTION PB]**

**228/23 To receive an update from Cllr Barrow on the installation of the Fibre network being carried out in East Challow by Airband.**

A letter of complaint has been sent to Airband from East Challow Parish Council, supporting concerns raised by some residents. Cllr Barrow reported that a meeting has been arranged by Mark Burgess of OCC with Airband on Wednesday 20<sup>th</sup> December at 9.00 to discuss the works being carried out in East Challow.

**229/23 Standing Agenda Items, to receive update and agree actions.**

**229.1/23 Parish Cemeteries**

Cllr Bosley reported that the reclaimed land at the Vicarage Hill cemetery still needed some work. Cllr Hayes will have a look and bring recommendations to the next meeting. **[ACTION TH]**

**229.2/23 Traffic/Highways**

**HGV's using Vicarage Hill** -Cllr Barrow reported that there needs to be a larger sign, he will chase this. **[ACTION PB]**

**Speed indicator Displays (SID's) update.** Cllr Gregson reported that the poles will be erected before Christmas. Cllr Hayes queried the position of the pole; Cllr Barrow will check the positions. Cllr Barrow will circulate a plan of the pole positions. **[ACTION PB]**

**Speed on B4507 Wantage to Childrey Road.** Cllr Barrow has had a site Meeting with Mark Francis OCCH, discussing the proposal to reduce the speed on the B4507, A417 and Silver Lane West Challow, it was suggested contacting Lee Turner with the hope that an application to implement these changes may be included in 2024. **[ACTION PB]**

**229.3/23 Allotments**

Cllr Webb reported the fees were due in October, letters had been sent out. 6 plots had become available and all of them are now allocated.

**229.4/23 Grounds Maintenance**

**To discuss the grounds maintenance contracts for 2024.** Cllr Hayes and Cllr Bosley had completed a walk around the village to assess the grass cutting. It was felt that the schedules and drawings need to be updated more accurately to reflect what is required. Cllr Hayes and Cllr Bosley will progress this. Jane Smith will send contracts/schedules to Cllr Bosley and Cllr Hayes. **[ACTION JS ACTION TH ACTION VB]**

**229.5/23 Public Art**

**To receive an update on the Public Art.** Cllr Hayes is still progressing this and has a meeting with the VoWHDC on the 14/12/23.

**A motion without notice- to extend the meeting until 10.15 was unanimously approved.**



## 229.6/23      Recreation Areas

A meeting with Childrey Cricket Club took place on 4/12/23 with good attendance, notes of the meeting had been received from Childrey and Challow Cricket Club, a few alterations to the notes have been suggested by the Councillors. Another meeting will take place in February to share information. All present were keen to work together and find ways of securing funding. Cllr Miller reminded Councillors of the need for a toilet with a basin in the pavilion, a quote had been received back in 2016. All councillors agreed this was a priority and Cllr Miller will obtain a preliminary quote to ascertain an approximate cost and bring to the next meeting. **[ACTION BM]**

**To receive an update on the progress of the actions from the RoSPA report.** Cllr Hayes had created a list of actions from the RoSPA safety inspections, this has been discussed with LB. Cllr Bosley will ask LB to report back on progress for the next meeting. **[ACTION VB]** Cllr Hayes reported that a revised quotation had been received to include replacing the slide, carousel a (recommendations from the RoSPA report) and reinstating a rocker chicken. The quote had been obtained from Wicksteed, as these were the original installers of the playground equipment.

A budget of £20,000 was unanimously approved, to replace the slide and the carousel, the rocker chicken would not be installed at this time as this was not like the previous rocker chicken. The expenditure for this would come out of CIL monies received. Cllr Hayes pointed out that the quote from Wicksteed was time bound 30 days after the date of the quotation, which was 8<sup>th</sup> December. The RFO would be asked to order the equipment, Cllr Hayes will liaise with the RFO. **[ACTION TH ACTION RFO]**. Jane Smith Admin Assistant will take advice from OALC if 3 quotes are required for this expenditure. Cllr Bosley will ask the Vale if 3 quote are needed when spending CIL money. **[ACTION JS ACTION VB]**

**230/23      To receive Correspondence and agree actions or approve responses.**

**To receive correspondence and discuss comments for the Joint Local Plan which are invited between 10<sup>th</sup> January and 21<sup>st</sup> February 2024.** This will be discussed at the next meeting; Jane Smith will email the correspondence to all Councillors. **[ACTION JS]**

**To note the future planned Road Closure at Pax Hill, Ickleton Road 22<sup>nd</sup> January 2024- 25<sup>th</sup> January 2024.** This was noted.

**To discuss a response to the application from Challow and Childrey Cricket Club for S106 funding for installation of solar panels to the cricket pavilion roof.** Cllr Bosley will speak with Julie Perrin the Infrastructure Implementation Officer and find out more information about responses.

**To receive correspondence regarding the installation of SID's in East Challow.** Cllr Barrow has responded to this correspondence.

**To receive correspondence from the Waste Team at South and Vale about circulating a Festive Food Quiz to the village community.** Cllr Crump will post this information on social media pages for East Challow. Jane Smith to forward the information. **[ACTION JS ACTION IC]**

**To receive correspondence giving details of the High Sheriff Oxfordshire nominations.** Jane smith will make contact and ask about criteria for nominations. **[ACTION JS]**

**To receive correspondence about a tree blocking light on the footpath in Childrey way.** Cllr Barrow has contacted OCC to ascertain who owns the tree.

**To acknowledge a letter received from the PCC at St Nicholas Church regarding the church clock.**  
A letter of the thanks had been received acknowledging the cheque for the maintenance of the church clock.

**231/23            Matters for Future Discussion**

Updating of the Parish website  
Rural England property fund  
Joint local plan

**232/23            To agree a list of items to be included in the next edition of Challow News**

The next edition will be February, this will be decided at the January meeting.

**233/23            To agree date of the next meeting: 10<sup>th</sup> January 2024**

**There was no further business transacted, the Chairman closed the meeting at 22.10**

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