

Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 14th February 2024 at 19:30, East Challow Village Hall

Public Session:

MoP 1 reported that there had been a dangerous incident on the pedestrian crossing in Main Street, due to a van being parked near to the crossing. MoP 1 enquired about the proposed roundabout near to the Crest Nicholson estate, the progress of SID's installation and the use of a speed gun to slow the traffic. Cllr Barrow responded informing the meeting that the roundabout would not be put in place, due to changed plans and the use of a speed gun had been investigated but unfortunately due to the amount of manpower this required would not be used. The SID's planned installation date was 26/02/24, this is hoped to slow the speed on Main Street. MoP 1 was thanked for attending and raising his concerns.

Members Present:

Chairman	Cllr V A Bosley (VB)
Members	Cllr T Hayes (TH)
	Cllr P Barrow (PB)
	Cllr A Gregson (AG)
	Cllr B Miller (BM)
	Cllr I Crump (IC)
Clerk	Mrs J Smith
RFO	Mrs L Pike (left the meeting @ 20.10)

Public and press:

2 MoP present

Meeting started at 19.34

259/24 To receive apologies for absence. [LGA 1972 s85(1)]

Cllr F Webb (FW)

Cllr Constance who is convalescing.

260/24 Declarations of Interests [LA 2011 s31]

260.1/24 To receive declarations of interest for items on this agenda.

Cllr V Bosley on Village Hall Committee

Cllr I Crump on Village Hall Committee

Cllr P Barrow as District Councillor

260.2/24 To consider requests for Dispensations [LA 2011 s33]

None

Vanessa Bosley
Chair of the Council

13th March 2024

261/24 To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

261.1/24 Meeting held on 10th January 2024

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

261.2/24 Matters arising from the minutes not elsewhere on the agenda.

None

262/24 Chairman's Announcements

The Chair reported that planning application P24/V0274/Ful would be added to the planning section, this was received after the agenda was distributed.

263/24 Staffing Matters

263.1/24 To report back on and discuss virus protection for the Clerk and RFO laptop.

The Clerk reported back on the existing virus protection. Cllr Miller recommended that an upgraded virus protection should be installed. The Clerk will talk to the computer consultant and investigate prices and report back at the next meeting. **[ACTION CLERK]**

263.2/24 To note that the RfO's new laptop has been purchased.

The laptop has been purchased at a cost of £649.00. The budget of £650 was previously approved at the June 2023 meeting, minute reference 114.8/23

This was noted.

263.3/24 To approve a payment for back pay for an ex-employee.

This backpay is due to an agreed union uplift of £1 per hour.

Resolved: The payment was unanimously approved.

264/24 To receive reports from the District and County Councillors

264.1/24 Oxfordshire County Councillor

The clerk tried to make contact With Cllr Bethia Thomas , who is covering Cllr Constance Parishes but no report was available.

264.2/24 Vale of White Horse District Councillor

The report was received.

Additionally, to the report DCllr Barrow reported that on Friday 23rd February the A417 around Mellors would be closed from 10.00 till 12.00 to allow cleaning and clearing of the road surface to take place. DCllr Barrow has emailed this information, widely, to inform as many people as possible. DCllr Barrow spoke briefly on; CCTV installation in Canal Way, Community Orchard-Wildflower Meadow - at the recreation ground, Extra lighting Childrey Way - DCllr Barrow had been approached

by a resident who requested an extra streetlight in this area, Increasing the number of Parish Councillors to 9 - conflicting information has been received, the Clerk will clarify the situation.

DCllr Barrow requested that the items he spoke briefly on be added to the March Agenda. **[ACTION CLERK]**

265/24 Planning

To ratify responses to requests for consultation on applications that have been submitted:

P24/V0078/A Location: Land on west verge of A417 East Challow Wantage. Suffolk Sign
Prior to the meeting the clerk collated email comments due to the response date of 07/02/24 A response was submitted on 23/01/24 of East Challow Parish Council supports this application.

Resolved: The response submitted on 23/01/24 was ratified unanimously.

P24/V0142/HH Location: 3 Sarajac Avenue East Challow Wantage OX12 9SA. Description: Single storey rear extension

Prior to the meeting the clerk collated email comments due to the response date of A response was submitted on 01/02/24 of East Challow Parish Council have no objections to this application.

Resolved: The response submitted on 01/02/24 was ratified unanimously.

To Discuss and approve responses to requests for consultation on application:

P24/V0274/FUL

Location: Grove Business Centre Grove technology Park Downsview Road Wantage OX12 9FF
Description: Remediation of contaminated land and associated enabling works.
Response date 28th February 2024

Resolved: This was discussed, and a response of no objections was unanimously approved. The Clerk will submit the response. **[ACTION CLERK]**. Cllr Barrow will request the tree information from the planning department. **[ACTION PB]**

266/24 To receive an update on the flood alleviation proposal adjacent to LJ & CA Cannings.

The Clerk had requested the Construction Phase Plan from Mr Piotrowski on the 15/01/24, a response was received on 14/02/24 asking why we needed this, Cllr Hayes informed the meeting that Mr Travers had offered this information. The Clerk will respond to Mr Piotrowski. **[ACTION CLERK]**.

An email had been sent to Mr Piotrowski on the 12/02/24 asking for details of the arrangements when the work was being carried out and raising various points. A response was received on the 14/02/24 explaining that the arrangements had previously been discussed with a representative of LJ & CA Cannings and once a start date is confirmed, would be repeated.

All residents affected by the works would be written to prior to the commencement of the works.

A condition survey of the Village Greens will be undertaken, pre and post construction. Cllr Hayes suggested that East Challow Parish Council should take their own photographs as well. A response was discussed, the Chair confirmed that a response would be formulated and sent to Mr Piotrowski.

[ACTION CHAIR & CLERK]

267/24 Finance 2023-2024**267.1/24 To receive an update on the opening of a Unity Trust bank account or a bank account with another bank.**

The RFO had investigated which banks offered Community Accounts, very few banks offer this account. The RFO reported that Barclays do not charge fees for this type of account and Unity Bank do charge fees. A discussion took place, and it was felt that Barclays would be the best option considering their accessibility and no fees.

The RFO will contact Barclays and enquire about a Community Account. **[ACTION RFO]**

267.2/24 To receive an update on the updating of the Co-op bank account.

The RFO has received confirmation that the Co-op bank have received the updated Bank Mandate forms.

267.3/24 To agree the February 2024 payments.

The February payments were unanimously agreed.

267.4/24 To note the January 2024 receipts.

The January receipts were noted.

Total staff costs for January 2024: 978.17

All other January payments:

Voucher No.	Date	Supplier	Description	Payment Ref	Net	VAT	Total
99	23/01/2024	Ionos	website	Direct debit	15.00	3.00	18.00
100	14/02/2024	Jeremy Hanham	bins	402859	60.00	-	60.00
101	14/02/2024	Grove Geeks	RFO laptop setup	402860	150.00	30.00	180.00
104	14/02/2024	Horsey Lightly Solicitors	Land registry	402861	12.00	2.40	14.40
105	14/02/2024	J.Smith	expenses	402862	38.89	5.98	44.87
107	14/02/2024	ex employee	expenses	402864	20.60	4.12	24.72
108	14/02/2024	L.Pike	expenses	402865	8.94	-	8.94
109	14/02/2024	V.Bosley	expenses	402866	582.37	116.48	698.85
	14/02/2024	T.Hayes	expenses	402867	301.80	-	301.80
Total							1,351.58

January receipts

Voucher No.	Date	Payer	Description	Payment Method	Total
32	15/01/2024	Barclay's Bank	balance trf	cheque	25,803.69
Total					25,803.69

267.5/24 To note the reconciled bank account for 25/01/24 (latest bank statement)

Co-operative £115,739.60

Vanessa Bosley
Chair of the Council

13th March 2024

Unpresented payments	£1,147.08
Balance	£114,592.52

The balances for 25/01/24 were noted.

The bank reconciliation was signed at the end of the meeting by Cllr Bosley.

The RFO reported that there was an incorrect unpresented cheque entry in Scribe, input by the previous RFO, that requires deletion. The RFO has asked for advice from Scribe on how to delete this.

267.6/24 To receive and approve the updated Asset Register.

The RFO had received some amendments and updated the Register, there were still a few questions, the RFO is going to contact the OALC for advice. **[ACTION RFO]**

268/24 Finance 2024-2025

268.1/24 To receive an update on the progress of completing the precept paperwork and confirm the precept figure applied for.

Resolved: The figure of £47,500 is the approved income figure for the 2024/2025 budget, the precept part of that is £45,538.47. The precept forms were completed by the Clerk and emailed to the Precept Team on the 22/01/24, requesting the precept figure of £45,538.47. This links to 2 previous minute references 219.1/23 and 243.1/24.

269/24 Noticeboards

269.1/24 To receive an update on the already purchased noticeboard and if it can be adapted to free standing.

Cllr Gregson has now inspected the noticeboard and thinks it is possible to adapt to a free standing noticeboard, some wood may be needed at a cost of Approx £20.

A discussion took place as to the location of a new noticeboard. Cllr Hayes informed the meeting that planning permission would be required if located local to the Crest Nicholson Estate as this was not land owned by East Challow Parish Council. A budget was unanimously approved of £500 for drawings, planning application fees and installation of the new noticeboard.

The Clerk will apply for planning permission once the noticeboard has been adapted.

269.2/24 To receive an update on the new noticeboard to be located local to the Crest Nicholson Estate.

It is hoped to use the already purchased noticeboard, please see above.

269.3/24 To discuss the noticeboard for the Vicarage Hill cemetery noticeboard.

Resolved: It was unanimously approved for the RFO to order this noticeboard. A budget of £50 had been approved at the January meeting, minute reference 244.3/24. **[ACTION RFO]**

270/24 Warm Spaces Project/Community Celebrations

270.1/24 To receive an update on the actions proposed for the Warm Spaces project, Risk assessment and DBS checks.

This is being progressed and an update will be given at the March meeting.

271/24 To receive an update on a full tree inspection

271.1/24 To discuss a full tree inspection as recommended by OALC.

An online meeting took place on 17/01/24 with Andy Lederer Tree Manager OCC and the Clerk and the Chair.

Information from this meeting:

A full tree inspection should be carried out every 5 years, for areas where there is free public access or where trees are within proximity to buildings or thoroughfares, an inspection should be carried out every 3 years.

East Challow Parish Council must ensure that the trees are inspected by an arborist, arboriculturist, or tree surgeon that has completed a professional tree inspection qualification.

OCC have offered to quote for the tree inspection but have advised us we will need to seek 2 other quotes to ensure transparency and adhere to East Challow Parish Council's Financial Regulations.

Andy Lederer advised that we should identify parcels of land that East Challow Parish Council are responsible for and print maps and count the number of trees in each area, OCC would then quote for the inspection. The tree maps have been prepared and the trees have been mapped and sent to OCC.

We have received an email from Matt Hirons, OCC Tree manager for this area, informing East Challow Parish Council that they are also responsible for the trees in Cornhill Lane, recreation ground side. Cllr Bosley has requested a site meeting to gain clarification as this will increase the number of trees that require inspection.

We have received another 2 quotations, which the Clerk will bring to a meeting, once the Cornhill Lane matter is clarified, both quotes may need updating.

272/24 To receive an update on the flooding on the A417 (East Challow to Stanford in the Vale)

See the District Councillor's report.

273/24 To receive and update on the Emergency Plan.

Cllr Miller reported that he had received some amendments and had updated the plan. The next step would be to compare the Emergency Plan with templates of other Emergency Plans. Cllr Miller hopes to be able to submit an updated version in the next couple of months.

274/24 To receive an update from Cllr Barrow on the enforcement action concerning the installation of the Fibre network being carried out in East Challow by Airband.

Cllr Barrow reported that Airband did not require planning permission for installation of the telegraph poles for the Fibre Network but were required to notify planning, this has now been done retrospectively. The enforcement action will not therefore be taken forward.

275/24 To discuss the comments for the Joint Local Plan which are invited from the 10th January -21st February.

Resolved: Cllr Barrow and Cllr Bosley have been reading the Joint Local Plan and looking back at previous plans. It will be requested for the separation of settlement to be included and flooding details. Cllr Barrow will submit a response online by the 21st of February.

276/24 To receive an update on the Village Hall Committee's Insurance renewal.

Resolved: As per the actions for the minutes of the meeting in the 10th January, Cllr Miller reviewed the Village Hall committees insurance renewal and raised some points and questions in addition to the point raised about ownership detailed on the 10th January, minutes, reference, 252/24.

The Clerk then received responses on the 22/01/24 and the 24/01/24 requesting a lease, and referring questions to Cllr Bosley.

The Clerk and the Chair contacted Tessa Hall, Village Halls advisor from Community First Oxfordshire for advice. Tessa Hall was extremely helpful and responded with:

Neither the PC or the hall charity own the hall. Therefore, no lease is needed. The hall has been transferred to the hall charity by the parish council and is 'held in trust' by the hall charity for the purposes of a village hall for the residents of East Challow

The Declaration of Trust is the halls Governing Document. It is old but still sound. It does say that East Challow is in Berkshire and also gives a very old list of the groups that the hall committee should be made from, but these things can be ignored for now. Also, a minute book is mentioned but electronic minutes are totally acceptable these days instead. The minutes need to be written up at each meeting, filed properly and made available to all hall trustees. I think, apart from these items that the document is quite clear about how the hall needs to be run and I hope that the hall committee will follow these rules for now, without feeling like they must change anything.

The matter of insurance came up and within the Declaration of Trust it says that the hall committee shall 'cause all the buildings and other property of the charity at all times to be kept in repair at all times and sufficiently insured against fire theft, public liability and other insurable risks'.

Tessa also raised the point of ensuring that the land was registered with the Land Registry.

Tessa Hall Community First Oxfordshire, forwarded on a letter that was originally sent to the Clerk of East Challow Parish Council in 2000 from the Oxfordshire Rural Community Council, clarifying the ownership of the Village Hall;

The appointment of the Parish Council as the Custodian Trustee is simply a mechanism for ensuring that the title of the village Hall charity property is held by an ongoing corporate body on behalf of the managing trustees. The Parish Council is the owner of the village hall only in a purely technical sense. The beneficial owners with the rights and responsibilities of ownership are the members of the village hall management committee.

The extract from the Charity Commission booklet confirms that as Custodian Trustee the Parish Council has no obligation nor any power to take over responsibility for the hall in the absence of the management.

277/24 To receive a Land Registry update and discuss registration of parish land.

277.1/24 To receive an update about the Land Registration of the Village Hall and the car parks.

Resolved: The land that the Village Hall is built upon is registered under title number ON189446, previously registered under title number BK93145. The number was changed due to the boundary changes. The car parks are registered under title number ON 212600. An updated electronic copy of the Property Registers has been obtained. The Council's Solicitor Collard and Chamberlain are no longer practicing, Horsey Lightly were listed as one of the solicitors dealing with Collard and Chamberlain's clients.

277.2/24 To note and confirm the expenditure of £14.40 for Land Registration documents from Horsey Lightly solicitors Newbury.

This expenditure was noted and confirmed as necessary.

277.3/24 To discuss the registration of other land owned by East Challow Parish council.

During research for the Land Registration of the Village Hall and car parks, it has been found that the recreation ground owned by East Challow Parish Council is not registered with the Land Registry. The Clerk has received an estimate from Horsey Lightly Solicitors, for £500 plus VAT and disbursements subject to seeing the deeds and assessing the complexity of the title. The cost may increase this depends on the amount of searches that need to be made. Additionally, there will be a Land Registry registration fee which is calculated on the value of the land.

Resolved: It was unanimously agreed that this land should be registered and a budget of a £1000 was unanimously agreed. This budget will include the monies that will be required for minute reference 277.4/24. **[ACTION CLERK AND CHAIR]**

277.4/24 To discuss the updating of the address of the registered owner on the Land Registry records.

The land Registry titles of the Village Hall and the car parks contain the address of a previous Clerk. The solicitor has said that it is was good practice to keep this address up to date, we can register up to 3 addresses which can include an email address. The Clerk asked the OALC advice, and they recommended to keep the documents up to date and to use the Village Hall address and the email address of the Clerk.

Concerns were raised about the security of the post box at the Village Hall, but it was confirmed that a more secure box would be installed at the Village Hall.

Resolved: It was unanimously agreed that the records be updated using the Village Hall address and the Clerk's email address. [**ACTION CLERK AND CHAIR**]

278/24 To confirm the deep Cleanse plan for Biffa for the 3 days 27/02/24- 29/02/24.

Resolved: The Clerk collated responses, completed the paperwork and returned to Waste Team South and Vale 22/01/24

279/24 To discuss the tree offer from St Nicholas School and agree actions.

It was agreed that this offer would be accepted.

The trees are being delivered to the school later this month or the beginning of next, Cllr Hayes will hear from the school once they have been delivered. It will be decided where to plant them once we have received them.

280/24 Standing Agenda Items, to receive update and agree actions

280.1/24 Parish Cemeteries

It was unanimously agreed for the Chair to a request a quote from the grounds maintenance contractor for works on the reclaimed land at the Vicarage Hill Cemetery. The chair will report back at the next meeting.

280.2/24 Traffic/Highways including

Speed Indicator Displays (SID'S) update on installation required.

Cllr Barrow reported that Ryan Moore of OCC had confirmed that these were being installed by 26/02/24

Speed on B4507 Wantage to Childrey road.

Cllr Barrow reported that he had applied to have the speed restriction lowered, there was not any further news to report.

A motion without notice to extend the meeting for a further 30 minutes was unanimously approved.

280.3/24 Grounds Maintenance

To discuss the grounds maintenance contracts for 2024/25

The contractors for 2024/25 have been approved, the schedules have been slightly amended to provide clarity of works required. The height reduction of the beech hedge in the Vicarage Hill cemetery has been added to schedule E, as the hedge has become too high to be maintained by the previous scheduled works.

Prices for the works were reported by the Clerk and it was noted that they come within the grounds maintenance budget for 2024/25. It was unanimously agreed to offer the contracts at the agreed prices, subject to satisfactory risk assessments and proof of Public Liability Insurance. Cllr Hayes has offered to assist the Clerk in checking the documentation. [**ACTION TH AND CLERK**]

280.4/24 Public Art

To receive an update on the Public Art

Cllr Hayes reported that the planning application is under review by VWHDC. The Vale have requested comments from East Challow Parish Council and OCCH. ECPC have replied, OCCH are yet to reply. The end of the consultation period was 07/02/24, but it is possible to respond after the consultation period has ended up until the decision date which is 11/03/24.

The next application for S106 funds is being prepared ready to be submitted immediately after planning is granted.

Cllr Hayes will collate the relevant documents for the S106 funding from the start of the process with a view to passing the clerical side of the project to the Clerk and RFO after the application has been made.

280.5/24 Recreation Areas

Pavilion Project update, hot water provision

As per the minutes from the meeting on the 10th January, the clerk sought confirmation if the access to hot water for handwashing was a requirement when installing the hand basin in the pavilion toilet. The following answer was received from a Senior Building Control Surveyor,
If the washbasin is provided in association with a sanitary convenience or a food preparation area, the provision of hot water is a requirement under Part G of the building regulation.

Cllr Miller had met a local contractor he has offered to carry out the installation works of the basin and water heater free of charge. The estimate for parts is £350. It was discussed and noted that as the hot water heater was electrical that this would need to be signed off by a certified electrician.

A budget of £500 was approved to purchase materials and obtain electrical certification. Cllr Miller will progress this with the contractor. **[ACTION BM]**

A pavilion update meeting has been confirmed for Monday 19th February, and the agenda has been received, Cllr Barrow requested that funding be added to the agenda. The Clerk will email this request to the Secretary. **[ACTION CLERK]**

To receive an update on the progress of the actions required from the ROSPA report.

Due the recent weather conditions, the actions had not been progressed, it is hoped that these actions will be completed as the better weather arrives.

To receive an update on the quotes for the carousel and the slide.

The Clerk had received 3 quotations. The Clerk thanked the RFO and Cllr Hayes for their help in obtaining the quotations.

The quotations had been circulated to all Councillors prior to the meeting. All quotations were discussed it was unanimously agreed to accept the Wicksteed quotation for the following reason: Wicksteed, as the original installers of the play equipment had experience of the site, so the quote was a fixed quote and not subject to a site survey.

Wicksteed had quoted for wet pour bases, which, as confirmed with the OALC was the safest, most long-lasting base.

The Council had been happy with Wicksteed's previous service and the quality of their products.

As agreed at the December meeting, minute reference, 229.6/23 CIL money would be used to purchase the equipment.

The RFO was asked to email Wicksteed and accept the quotation. **[ACTION RFO]**

281 To receive Correspondence and agree actions or approve responses.

To receive and discuss information from the OALC regarding; Power to fund works to property relating to affairs of the church.

It was noted that councils need to consider requests in respect of church property or property for an ecclesiastical charity as they would any other funding request.

To receive, discuss and approve the invoice from Challow News.

It was noted what a great resource the Challow News was for the village, and it was unanimously approved for the £250 invoice from Challow News in respect of the Parish Council page be paid. **[ACTION RFO]**

To receive information about D Day 80 Anniversary on 6th June 2024.

This was discussed and it was decided that the Chair would ask the retired Vicar to say a few words acknowledging the D Day 80 Anniversary at the planned Community Day on the 2nd June. **[ACTION CHAIR]**

To receive correspondence regarding the Village Hall Open Day

This was noted and acknowledged as a very good idea.

To receive the training information from OALC

The Clerk read out the training opportunities and informed the meeting that the Website Training had been withdrawn due to low uptake. Cllr Crump reported that he was undertaking some website training with Parish Online and would report back at the next meeting.

To receive OALC information about a free framed picture of the King.

The Clerk will apply for the framed picture for the Village Hall **[ACTION CLERK]**

282/24 Matters for future discussion

CCTV installation Canal Way

Community Orchard/Wildflower Meadow at the recreation ground

Extra lighting, Childrey Way

Democratic Services response to enquiry regarding procedure to appoint additional Parish Councillors.

Changing Parish Councillors email addresses

Christmas tree -Village Green

Parking and speeding in the Village

283/24 To agree a list of items to be included in the next edition of Challow News

Parking in village

Dog Fouling

Bin collections for Easter 2024

284/24 To agree date of the next meeting: 13th March 2024

There was no further business transacted, the Chairman closed the meeting at 22.04

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