

**Minutes of a Meeting of East Challow Parish Council**

**Held on Wednesday 13th March 2024 at 19:30, East Challow Village Hall**

**Public Session:** No Comments

**Members Present:**

Chairman	Cllr V A Bosley (VB)
Vice Chair	Cllr F Webb (FW)
Members	Cllr T Hayes (TH)
	Cllr P Barrow (PB)
	Cllr A Gregson (AG) (Left the meeting at 19.48)
	Cllr I Crump (IC)
Clerk	Mrs J Smith

**Public and press:** None present.

**Meeting started at 19.32**

**285/24 To receive apologies for absence.**

Cllr B Miller

Cllr Constance who is convalescing.

**286/24 Declarations of Interests**

**286.1/24 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

**287/24 To approve the minutes of previous council meeting.**

**287.1/24 Meeting held on 14<sup>th</sup> February 2024**

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

**287.2/24 Matters arising from the minutes not elsewhere on the agenda.**

Cllr Barrow gave an update on an action regarding planning 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.

Cllr Barrow had contacted the planning officer dealing with this application and was told that most trees in that area have TPOs.

#### **288/24 Chairman's Announcements**

The internal Audit date will take place on 16<sup>th</sup> May 2024, this has been arranged with Eleanor Greene of Do the Numbers Ltd.

#### **289/24 Staffing Matters**

##### **289.1/24 To report back on and discuss virus protection for the Clerk and RFO laptop.**

The Clerk reported that Grove Geeks will require 2 remote support sessions, approx. 2 hours at £60 per hour including VAT. The purchasing of a single additional virus protection Licence would cost, for the first year, £37.46, then a yearly fee of £49.95, this would cover up to 10 devices.

**Resolved:** The Clerk was asked to progress the implementation of additional virus protection, proposed by Cllr Webb, seconded by Cllr Barrow. **[ACTION CLERK]**

##### **289.2/24 To approve an uplift to the salary of the Litter Picker to the new National Living Wage from the 1<sup>st</sup> April 2024.**

**Resolved:** Approved unanimously to uplift to the national Living Wage £11.44 from the 1<sup>st</sup> April 2024.

#### **290/24 To receive reports from District and County Councillors**

##### **290.1/24 Oxfordshire County Councillor**

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

##### **290.2/24 Vale of the White Horse District Councillor**

The report was received. Additionally, DCllr Barrow reported that a negative response had been received from Leigh Travers OCC, DCllr Barrow will email Gordon Kelman OCC and request information for the 3 parishes most affected by the flooding on the A417.

As a result of contact with Crest Nicholson regarding the open surface water collection drain on the East side of the A417 on Main Street, a surrounding fence had been erected, DCllr Barrow will be inspecting the fence.

In addition to the No. 68 bus there is a new community bus starting from the 17<sup>th</sup> April, service No. 85 will operate a Wantage Circular route, stopping in Grove, The Hanneys and Denchworth.

DCllr Barrow had attended the Wantage Community Bus Group meeting and discussions took place about the Oxford Bus Company X35 service extending its operation to cover more areas of East Challow and some of the other villages.

Tom Walcott-Smith, Community Police Officer has agreed to have regular meetings with East Challow, DCllr Barrow will be contacting the surrounding Parishes inviting them to attend.

**291/24 To ratify responses to requests for consultations on applications:**

**P24/V0361/FUL** Location - Roadside Farm, Haynes of Challow Ltd , Faringdon Road, East Challow Wantage OX12 9TB

Description - 'Food Van Near me' is a food trailer which will be parked in the car park of Haynes of Challow, near where the old food trailer used to be parked, this will need no new hard standing-structures or connection of services.

Prior to the meeting the clerk collated email responses due to the response date of 08/03/24 A response was submitted on 23/02/24 of East Challow Parish Council has no objections to this application.

**Resolved:** The response submitted on 23/02/24 was ratified unanimously.

**To note Planning authority decisions on application:**

**P24/V0051/HH** Location - Fernbank Letcombe Hill East Challow Wantage OX12 9RP. Description - Proposed sunken garage. **Granted**

This was noted.

**292/24 Update on the flood alleviation proposal adjacent to LJ & CA Cannings**

Cllr Bosley had asked representatives of LJ & CA Cannings if they had heard from OCC regarding a date to start the works, no correspondence had been received. It was agreed that an email will be sent to Will Piotrowski enquiring if there was a confirmed start date. Concerns were raised that the Parish Council are not aware of the complete plan for these works. A Construction Phase Plan would be requested again, ensuring that East Challow Parish Council will be able to answer Villagers questions and allowing Villagers and East Challow Parish Council to have enough time to prepare for the work. **[ACTION CLERK & CHAIR]**

**293/24 Finance 2023-2024****293.1/24 To receive an update on the opening of a Barclay's Community bank account.**

The RFO has contacted Barclays and is waiting for Barclays to send the new bank account forms for completion.

**293.2/24 To receive an update on the updating of the Co-op bank account.**

The RFO now has access to payments online, so can view up to date transactions. The system doesn't allow you to print an up-to-date statement, it will only print up to the date of the paper statement.

RFO will implement online payments once year end has been completed. By then we should have the Barclay's account up and running and can decide which is the better platform to use for online payments.

The RFO will assist others on the bank mandate to access online banking. **[Action RFO]**

**293.3/24 To agree the March 2024 payments.**

The March payments were unanimously agreed.

It was unanimously agreed for a cheque to be written to Jeremy Hanham, Grounds Maintenance Contractor for £30 for an invoice received on 29/02/24, this will be recorded on April's payments lists. **[ACTION RFO]**

### 293.4/24 To note the February 2024 receipts.

The were no receipts.

**Total staff costs for February 2024: 1,247.02**

All other February payments:

Voucher No.	Date	Supplier	Description	Payment Ref	Net	VAT	Total
114	29/01/2024	Ionos	website	direct debit	15.00	3.00	18.00
119	13/03/2024	East Challow PCC	challow news	402875	250.00	-	250.00
120	13/03/2024	Jane Smith	expenses	402876	41.98	8.40	50.38
121	13/03/2024	OALC	annual membership	402877	213.87	42.77	256.64
122	13/03/2024	SSE	03/8/23 - 13/02/24	402878	198.94	9.95	208.89
123	13/03/2024	Laura Pike	expenses	402879	25.25	5.05	30.30
<b>Total</b>							<b>814.21</b>

### February receipts

Voucher No.	Date	Payer	Description	Payment Method	Total
<b>Total</b>					<b>-</b>

### 293.5/24 To note the reconciled bank account for 23/02/24 (latest bank statement)

#### Bank Reconciliation at 13/03/2024

Cash in Hand 01/04/2023		77,462.85
<b>ADD</b>		
Receipts 01/04/2023 - 13/03/2024		78,334.47
		155,797.32
<b>SUBTRACT</b>		
Payments 01/04/2023 - 13/03/2024		43,619.70
<b>A</b>	<b>Cash in Hand 13/03/2024</b> (per Cash Book)	<b>112,177.62</b>
	Cash in hand per Bank Statements	
	Petty Cash 13/03/2024	0.00
	Barclays 13/03/2024	0.00
	Cooperative 13/03/2024	113,542.94
		<b>113,542.94</b>
	Less unrepresented payments	1,365.32
		112,177.62
	Plus unrepresented receipts	
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>112,177.62</b>

**293.6/24 To receive and approve the updated Asset Register.**

The Asset register has been updated and is being reconciled with scribe. This will be completed for review and signing as part of the year end process.

The RFO additionally reported that.

The SSE online account set up was now complete and a meter reading had been submitted.

The New noticeboard for the Vicarage Hill Cemetery had been ordered and received. The Debit Card could not be used to complete the payment, this would be claimed back as RFO expenses.

The RFO requested clarification of previously received CIL monies, Cllr Bosley will respond to this request. **[ACTION VB]**

The RFO would like clarification for when we have 2 bank accounts again, of how each account had been used previously, Cllr Webb reported that one had been used for savings.

**294/24 Noticeboards****294.1/24 To receive an update on the already purchased noticeboard and if it can be adapted to free standing.**

Cllr Gregson is still progressing the works on the noticeboard.

**295/24 Warm Spaces Project/Community Celebrations****295.1/24 To receive an update on the actions proposed for the Warm Spaces project; Risk assessment and DBS checks.**

Cllr Barrow has prepared a risk assessment, it was requested that the Clerk circulate to all Councillors for comments. It is hoped we can approve this at the next meeting. **[ACTION CLERK]** The DBS checks are still ongoing.

A discussion took place about the Community Celebration Day planned for the 2<sup>nd</sup> June, this day will also commemorate D Day 80. It was agreed unanimously this would be run by East Challow Parish Council and members of the Parish and should be covered by Parish Council Insurance. Cllr Bosley will contact the insurance company and inform them that this day is planned and enquire if we need a risk assessment in place. **[ACTION VB]** A maximum budget was approved of £400 to help fund this day, the Clerk was asked to ensure this spend was lawful with the OALC. **[ACTION CLERK]**

**296/24 To receive an update on a full tree inspection.**

The Clerk reported that we had received an email from Matt Hirons, Tree manager, OCC for this area, informing us that we should be receiving the quotation very soon. We are also awaiting contact from Arthur McEwan-James to confirm the ownership of trees in Cornhill Lane.

**297/24 To receive and update on the Emergency Plan**

Cllr Miller is progressing this and is hoping to submit an updated version over the coming months.  
**[ACTION BM]**

**298/24 To receive an update on registering land and updating registered owner address.**

**298.1/24 To receive an update on the registration of land owned by East Challow Parish council.**

The documents need to be sorted through by Chair and Clerk, due to illness this has not been progressed. **[ACTION VB & CLERK]**

**298.2/24 To receive an update on updating of the address of the registered owner on the Land Registry**

This will be progressed at the same time as the registering of land. **[ACTION VB & CLERK]**

**299/24 To discuss the proposal of increasing Parish Councillors**

The Clerk had circulated information received from Steven Corrigan Democratic Services and the Electoral Services.

Any changes to the number of Councillors would not be put into place until the May 2027 elections. Councillors would need to provide the Clerk with reasons for proposing this increase and the Clerk would submit these to Democratic Services.

**Resolved:** It was unanimously agreed to wait until the next boundary review, which will be offered in Autumn 2026. This will be the opportunity for the Parish Council, to discuss increasing the number of Parish Councillors.

**300/24 To discuss the installation of CCTV in Canal way.**

After a short discussion on the implication of installing CCTV, Cllr Barrow offered to investigate costing for implementation and report back at the next meeting.

**301/24 To discuss a Community Orchard in the Wildflower Meadow On the recreation ground.**

Cllr Bosley had contacted the Oxford Playing Fields Association regarding the recreation ground. Whilst doing so the OPFA said they would be able to help with advice for the pavilion, sports facilities and the proposed community orchard. It was agreed that East Challow parish Council would renew their membership at a cost of £47 per year, proposed by Cllr Barrow and seconded by Cllr Hayes. The invoice was passed to the RFO for payment at the April meeting. **[ACTION RFO]**

Options were discussed for planting trees and hedges in the recreation ground; it was unanimously agreed to progress a community orchard in East Challow.

**302/24 To discuss the request for extra street lighting for Childrey Way**

Cllr Barrow will progress this and report back to the Parish Council.

**303/24 To discuss updating email addresses for all Councillors.**

This is from the July 12<sup>th</sup> Minutes 2023.

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.

The Clerk distributed email address details and requested that these be implemented and then the website would be updated.

**304/24 To discuss the purchase of a Christmas tree for East Challow**

A discussion took place about whether it would be best to have a permanent planted tree or have a seasonal tree that is removed after the festive season. Concerns were raised about the height that a planted tree could reach. LJ and CA Cannings had already offered to provide a tree for Christmas 2024.

**Resolved:** It was decided that a seasonal tree would be provided each year and other businesses would be approached to provide one and East Challow Parish Council would also purchase one when required. Cllr Bosley asked DCllr Barrow if he would ask Childrey Parish Council how they maintained the lights on their Christmas tree.

**305/24 To note the Deep Cleanse planned for East Challow on 28/05/24.**

It was noted that the Clerk had asked that the previous works that had been requested for the February deep cleanse were completed. It was noted that the works carried out February were of a good standard.

**306/24 Standing Agenda Items, to receive update and agree actions.**

**306.1/24 Parish Cemeteries.**

The noticeboard for the Vicarage Hill cemetery has been received, Cllr Bosley will investigate fixings and installation for the noticeboard. One of our grounds maintenance contractors has agreed to provide a quote to weed and make good the reclaimed land in the Vicarage Hill cemetery.

**306.2/24 Traffic/Highways including:**

**Parking and speeding in the village.**

Cllr Gregson reported that there had been a meeting with Dickon Green from East Hanney Parish Council to gain advice on requesting a 20mph limit on the A417 going through the village. We received an email from OCC, on the 13/03/24 detailing the proposed 20mph limits for East Challow which included a stretch of the A417 running through East Challow. The drawings were looked at and it was decided that Cllr Gregson and Cllr Barrow would respond to OCC and request that the 20mph

limit be extended or slightly moved to include the site of the SID just before Goodlake House.  
**[ACTION PB & AG]**

### **Speed Indicator Displays (SID's) update on installation.**

The SIDs are now in place, although slightly in the wrong positions. They are slowing vehicles down, travelling through the village. A discussion took place about Speedwatch implementation. Cllr Bosley reported that Charney Bassett were still implementing Speedwatch in addition to the SIDs being installed, with some success. The option of monitoring the speed for commercial vehicles travelling through East Challow was discussed, it was felt that due to the amount of traffic that uses the A417, this would have the biggest impact as the employer could be informed.

### **306.3/24          Grounds Maintenance**

#### **To receive an update on the grounds maintenance contracts for 2024/25.**

Grounds maintenance contracts for Schedules B, C, D and E, all documentation has been received, the contracts were signed on 01/03/24.

Grounds Maintenance contract for Schedule A, all documentation has been received, as the risk assessments received were in a slightly different format, it was confirmed with the OALC that this was acceptable. The Contract was signed on 05/03/24, no work was carried out from 01/03/24 till 05/03/24.

Cllr Bosley thanked the Clerk and Cllr Hayes for the huge amount of work they had put into the contracts, making sure paperwork and procedure were correct.

### **306.4/24          Public Art**

#### **To receive an update on the Public Art**

Cllr Hayes reported that he had received a copy of the reasons why the Suffolk Sign planning application would be turned down. Cllr Hayes reported that he would appeal against this decision.

Cllr Hayes will include the planning application costs in the next application for S106 monies.

Cllr Hayes was thanked for his continued work on the Suffolk Sign project.

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

### **306.5/24          Recreation Areas**

#### **Pavilion Project update and to receive a report from the meeting on the 19<sup>th</sup> February 2024**

The minutes had been received, amendments will be sent to the secretary. **[ACTION CLERK]**

The list of materials that had been received from Challow Sports to improve the pavilion and allow it to be used, were discussed. It was felt that some of the items needed clarification. A maximum budget of £2000 was unanimously agreed, to get the pavilion into a working order. The pavilion



working group will discuss this list of materials at their first meeting. **[ACTION PAVILION WORKING GROUP]**

Insurance information had been received from the Parish Council's insurers, requiring people working on the pavilion to have public liability insurance and the need for a risk assessment to be carried out. This will also be discussed at the Pavilion Working Groups first meeting. **[ACTION PAVILION WORKING GROUP ]**

**To approve the setting up of a Pavilion Working Group and agree Terms of Reference**

The following was agreed.

All financial decisions will need to be approved at a Parish Council meeting.

All major decisions should be brought to Parish Council meeting.

Cllr Bosley would be responsible for taking notes.

The group would consist of 3 Parish Councillors and 3 members of the community, with an option to co-opt more members as the project progresses.

The Clerk confirmed with the OALC that a working group will not require minutes and agendas and will not have to adhere to the meeting rules in Standing Orders.

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

No progress had been made.

**To receive an update on the works for the replacement of the Carousel and the Slide.**

The Clerk reported that we had received an email from Wicksteed with the estimated date of the end of April for the installation of the slide and carousel. A site meeting has been planned with Wicksteed for 20<sup>th</sup> March 2024, to further discuss installation.

**307/24 To receive Correspondence and agree actions or approve responses.**

Information had been received from South and Vale about a compost give away, posters have been put on both village noticeboards.

Information has been received from OCC informing East Challow Parish Council that there were 3 new trees planned for East Challow. A discussion took place about the proposed locations and the Clerk was asked to request a site meeting to raise concerns regarding the locations and their possible growth and the proximity to the highway. **[ACTION CLERK]**

An email had been received from Challows Royal British Legion requesting a meeting with East Challow Parish Council to discuss support for each other and benefits this could bring for the local community. Cllr Bosley and Councillor Crump will attend. Cllr Bosley will arrange a meeting time.

**[ACTION VB]**

Information was received regarding a local History of the Vale meeting planned for 20<sup>th</sup> March 7.00pm.

An email had been received from the Sovereign Network Group, concerning a tree located in Canal Farm Lane and its proximity to 1 Canal Way. They were concerned that this tree had been pollarded and now appeared dead and it could potentially cause issues. The Clerk responded confirming that this tree does not belong to East Challow Parish Council and confirmed that the Parish Council were not aware of the works on the tree. The clerk also advised the Sovereign Network Group to refer to OCC for more advice.

**308/24            Matters for future discussion.**

The purchase of Hi-Viz jackets/waistcoats and lanyards for members of the Council.

**309/24            To agree a list of items to be included in the next edition of Challow News**

Poster Wanted Green Defenders from CPRE

Advance warning of the play area closure to allow for the replacement of the slide and carousel.

**310/24            To agree date of the next meeting: 10<sup>th</sup> April 2024**

**There was no further business transacted, the Chairman closed the meeting at 22.00**

**Signed Chair**.....

**Date**.....