

Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 11th September 2024 at 19:30, East Challow Village Hall

Public Session: No Comments

Members Present:

Chair	Cllr V A Bosley (VB)
Vice Chair	Cllr F Webb (FW)
Members	Cllr T Hayes (TH)
	Cllr B Miller (BM)
	Cllr A Gregson (AG)
	Cllr I Crump (IC)

Clerk	Jane Smith
RFO	Laura Pike
Assistant Clerk	Anna Bebel

Public and press: None Present

Meeting started at 19.35

78/24-25 To receive apologies for absence.

Cllr P Barrow

Cllr Constance who is convalescing.

Cllr Bethia Thomas

79/24-25 Declarations of Interests

79.1/24-25 To receive declarations of interest for items on this agenda.

Cllr V Bosley on Village Hall Committee

Cllr Crump on Village Hall Committee

80/24-25 To approve the minutes of a previous council meeting.

80.1/24-25 Meeting held on 10th July 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.

80.2/24-25 Meeting held on 14th August 2024

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

80.3/24-25 Matters arising from the minutes not elsewhere on the agenda.

53.2/24-25 To confirm the purchase, if required, of an additional laptop. The laptop was purchased in August at a cost of approx. £450

54.4/24-25 To receive an update the opening of a Unity Trust Bank account as recommended by the internal Auditor, which was approved at the July 2023 meeting, minute reference 137.4/23. The RFO has now banked the £500 cheque for an opening balance with Unity Trust. The RFO has been working on getting everyone on the bank mandate set up for online banking

57.1/24-25 To review the play equipment sum insured. The Clerk phoned Clear Councils on 11/07/24, the playground equipment declared value was raised to £80,000 the pavilion postcode was updated.

58.1/24-25 To adopt and approve the 2024/2025 Risk Assessment. The Risk Assessment has been uploaded to the Website.

64.2/24-25 To discuss the grant application received from GroW. The Clerk has informed GroW.

65.1/24-25 To discuss the projects Wishlist- this will come back to the agenda in October

72.1/24-25 To approve the transfer of £10,000 from East Challow Parish Council's CO-OP bank account to East Challow Parish Council's Unity Trust bank account. This was transferred successfully by RFO and Cllr Webb.

73.1/24-25 To receive and consider the Grant form from St Nicholas School for a donation towards the 60th Diamond celebrations. The Clerk emailed the school after the meeting on the 14th August informing them that had been successful with being awarded £400- the Clerk enquired about a payee as the Council resolved not to pay the band directly. The Clerk has not received a response.

73.2 /24-25 To receive an update on the REPF grant application. It was agreed that the RFO would be asked to gain advice from the OALC on how these monies should be recorded and managed in the East Challow Parish Council bank account. The RFO has not received an answer from the OALC, the RFO will progress this. **[ACTION RFO]**

81/24 -25 Chairman's Announcements

There were no announcements.

82/24-25 Staffing Matters

82.1/24-25 To approve a budget of £600 for a new Clerk's laptop and set up in the event of laptop failure.

The Clerk explained that the last of the planned budget for IT had been used to purchase the Assistant Clerks laptop. The Clerk requested that a budget of £600 be approved for replacement of the clerk's laptop including set up in the event of failure. If the Clerk's laptop continued in working order, the Clerk requested that monies be allocated for replacement in the 25/26 budget.

Resolved: A budget of £600 was approved unanimously to replace the Clerk's laptop in the event of failure.

82.2/24-25 To approve the expenditure for a new printer for the Clerk

At the August meeting the Clerk raised the excessive expense of printing for the Council, the clerk requested if the council could purchase a laser printer that would prove better value for money.

Resolved: The Council unanimously resolved to set a budget of £600 for the purchase of a new laser printer and ink. **[ACTION CLERK]**

82.3/24-25 To discuss staffing hours

The RFO's appraisal/review has taken place, it was noted by the appraisers that the RFO's workload had increased necessitating regular increased working hours. It was suggested that the RFO's contract be changed to 4 hours per week/16 hours per month plus additional hours during periods of high workload.

Resolved: It was unanimously agreed to raise the RFO's working hours to 4 hours per week/16 hours per month plus additional hours during high periods of workload.

82.4/24-25 To Ratify and confirm the purchase of an additional Microsoft 365 licence at a cost of £12.36 per month.

Resolved: The cost of the additional licence was ratified unanimously.

83/24-25 Finance 2024-25

83.1/24-25 To agree the July payments paid in August 2024.

Resolved: The July payments paid in August were agreed, proposed by Cllr Gregson and seconded by Cllr Webb.

Total staff cost for July 2024: 1,246.85

All other payments:

Voucher No.	Date	Supplier	Description	Payment Ref	Net	VAT	Total
33	21/06/2024	Unity	Balance trf to Unity	403117	500.00	-	500.00
48	05/07/2024	Microsoft	licences	direct debit	20.60	4.12	24.72
49	05/07/2024	Ionos	website	direct debit	15.00	3.00	18.00
53	14/08/2024	Lewis Broyd	expenses	403141	7.00	-	7.00
56	14/08/2024	Clear Insurance	add to existing policy	403142	61.76	7.41	69.17
54	14/08/2024	Jermyen Hanham	hedge trimming & strimming	403143	1,345.00	-	1,345.00
55	14/08/2024	Adam Wise	grass cutting	403144	2,160.00	-	2,160.00
Total							4,123.89

July receipts

Voucher No.	Date	Payer	Description	Payment Method	Total
5	23/07/2024	Co Op to Unity	internal transfer of funds	cheque	500.00
Total					500.00

83.2/24-25 To agree the August payments paid in September 2024.

Resolved: The August payments paid in September were agreed, proposed by Cllr Miller and seconded by Cllr Webb. Some online payments would be made this month from the Unity Trust bank account, the RFO has requested dual authorisation. It was highlighted that Unity Trust's online system was only requesting one authoriser. It was agreed that for this month only, as the payments had been approved at a full Council Meeting, that these payments would be sent with 1 authorisation. The RFO will contact Unity and ask for this to be amended. **[ACTION RFO]**

Total staff cost for August 2024: 946.89

All other payments:

Voucher No.	Date	Bank	Supplier	Description	Payment Ref	Net	VAT	Total
58	05/08/2024	Co Op	ionos	website	direct debit	15.00	3.00	18.00
59	05/08/2024	Co Op	Microsoft	licences	card	20.60	4.12	24.72
60 / 61	31/08/2024	Co Op	Unity	internal trf	online	10,000.00	-	10,000.00
62	31/08/2024	Unity	Clerk	expenses	online	41.98	8.40	50.38
63	11/09/2024	Unity	Jeremy Hanham	grounds maintenance	online	860.00	-	860.00
64	11/09/2024	Unity	Adam Wise	grounds maintenance	online	800.00	-	800.00
65	11/09/2024	Cop op	East Challow PC	internal trf from Co Op	online	5,025.52	-	5,025.52
66	11/09/2024	Unity	Playsafety	play equip inspections	CHQ 300001	156.00	31.20	187.20
67	11/09/2024	Unity	Grove Geeks	set up new laptop	CHQ 300002	125.00	25.00	150.00
68	11/09/2024	Unity	GeoXphere	mapping software	CHQ 300003	45.00	9.00	54.00
69	11/09/2024	Unity	Chairperson	expenses	CHQ 300004	374.17	74.83	449.00
70	11/09/2024	Unity	SSE	pavilion electricity	CHQ 300006	2,136.29	427.26	2,563.55
Total							20,182.37	

August receipts

Voucher No.	Date	Bank	Payer	Description	Payment Method	Total
7	15/08/2024	Unity	East Challow PC	TRF from co op	online	100.00
6	16/08/2024	Unity	East Challow PC	TRF from co op	online	9,900.00
57	23/08/2024	Unity	Castle Water	refund for overcharge	online	522.94
Total						10,522.94

83.3/24-25 To note the July/August 2024 receipts.

These were noted.

83.4/24-25 To note the reconciled bank account on 31st July 2024.

This was noted. The bank reconciliation and statement were signed by Cllr Gregson.

Bank Reconciliation at 31/07/2024

	Cash in Hand 01/04/2024		107,930.86
	ADD		
	Receipts 01/04/2024 - 31/07/2024		26,346.43
			134,277.29
	SUBTRACT		
	Payments 01/04/2024 - 31/07/2024		51,310.23
A	Cash in Hand 31/07/2024		82,967.06
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2024	0.00
	Cooperative	31/07/2024	85,686.58
	Unity Trust	31/07/2024	500.00
			86,186.58
	Less unrepresented payments		3,219.52
			82,967.06
	Plus unrepresented receipts		
B	Adjusted Bank Balance		82,967.06
	A = B Checks out OK		

83.5/24-25 To note the reconciled bank account on 31st August 2024.

This was noted. The bank reconciliation and statement were signed by Cllr Gregson.

Bank Reconciliation at 31/08/2024

Cash in Hand 01/04/2024			107,930.86
ADD			
Receipts 01/04/2024 - 31/08/2024			36,346.43
			144,277.29
SUBTRACT			
Payments 01/04/2024 - 31/08/2024			65,658.03
A	Cash in Hand 31/08/2024		78,619.26
	(per Cash Book)		
Cash in hand per Bank Statements			
Petty Cash	31/08/2024	0.00	
Cooperative	31/08/2024	69,310.97	
Unity Trust	31/08/2024	11,022.94	
			80,333.91
	Less unrepresented payments		1,714.65
			78,619.26
	Plus unrepresented receipts		
B	Adjusted Bank Balance		78,619.26
A = B Checks out OK			

83.6/24-25 To approve the transfer of £10,000 from East Challow Parish Council's CO-OP bank account to East Challow Parish Council's Unity Trust bank account.

Resolved: The transfer of £10,000 was unanimously approved. [ACTION RFO]

83.7/24-25 To receive information regarding the reclaiming of the Castle Water credit.

Resolved: The RFO confirmed £522.94 had been credited to East Challow Parish Council's bank account.

83.8/24-25 To receive information on contacting SSE regarding the high electricity bill.

The RFO has reported the first large bill to SSE and has submitted meter readings. A second electricity bill had been received of £2563.55, it was unanimously agreed that this should be paid to avoid late payment charges. A meter reading was obtained on 08/09/24 and submitted to SSE to

update the account. The latest bill was examined, and all felt that this was confusing, the meter reading submitted in response to the first large bill are not on the most recent paperwork.

The RFO will raise this again with SSE by phone. The Council have requested that if SSE are slow in responding or are unhelpful that the RFO report the situation to the CEO at SSE, pointing out that this is public money. **[ACTION RFO]**

83.9/24-25 To discuss anticipated CIL payments to Parishes.

The Clerk had received an email from the Infrastructure Implementation Team requesting the Council should discuss if they would like any CIL monies retained or transferred to the Parish in the event of any monies being due for payment between 1 April 2024 and 30 September 2024.

Resolved: The Council unanimously resolved to request any CIL monies were paid to East Challow Parish Council. **[ACTION CLERK]**

83.10/24-25 To Approve expenses in advance of purchase.

There were no requests for expenses.

83.11/24-25 To receive and approve a quotation for the work needed on the Lenovo tablets before they are donated to St Nicholas School

Resolved: The Council unanimously resolved to not accept the quotation of £50 to £75 per tablet and decided Cllr Miller will explore other options. **[ACTION BM]**

83.12/24-25 To discuss the allotment invoices.

The RFO has raised the invoices and will add a covering letter informing allotment holders that the fees will be reviewed for 25/26 and may be raised. **[ACTION RFO]**

83.13/24-25 To consider the proposed OALC subscription increase for 2025/26 and agree a response to the vote.

The Clerk informed the Council that in February 2024, £213.87 plus £42.77 Vat Total Cost £256.64 was paid to the OALC for Membership.

There will be an increase in subscription for 2025/26 – Electorate 751- 1000 subscription will be £250 + plus VAT. The OALC have requested that the Council vote how they would like to respond to either support the vote to raise subscriptions or not. The Clerk needs to return a scanned form with a response that has been resolved at a Council meeting.

Resolved: The Council unanimously resolved to vote in support of raising subscriptions. The Clerk was asked to return the form. **[ACTION CLERK]**

84/24-25 To receive reports from District and County Councillors

84.1/24-25 Oxfordshire County Councillor

No report was available.

84.2/24-25 Vale of the White Horse District Councillor

The report was received, there were no additional comments.

85/24-25 Planning**85.1/24-25 To approve responses to requests for consultation on applications:**

P24/V1780/HH- Location: 2 High View East Challow Wantage OX12 9RS

Description: Replacement double garage to the rear corner of garden

Resolved: The Councillors unanimously agreed to submit the response of no objection. **[ACTION CLERK]**

P24/V1794/DIS- Location Former Grove Airfield West of Grove To the West of Newlands Drive Land North of Denchworth Road

Description:

Discharge of condition 15 (drainage details) and 32 (Travel Plan Phase or Sub Phase) on application P17/V3130/FUL (Variation of condition 7 of Planning Permission P12/V0299/O to provide the development brief prior to the occupation of the 250th dwelling rather than before the submission of reserved matters adjoining the Local Centre (as amended by documentation submitted on 27 February 2018). Outline application for residential development of about 2,500 dwellings with associated services and facilities including secondary school, primary schools, local centre (including uses falling within use classes A1, A2, A3, A4, A5, B1, C2, D1 and D2), open space including community park, and the realignment of Denchworth Road to the south.)

This was received on 29/08/24 there is no response date.

Resolved: The Councillors unanimously agreed to submit the response of no comments. **[ACTION CLERK]**

85.2/24-25 To ratify responses to requests for consultation on application.

P24/V1081/LDE- Location: Kirklands Mews Ickleton Road East Challow Wantage OX12 9JB

Description: An existing self-contained dwelling. Additional information.

A response was submitted on 26/08/24 by the Clerk under delegated powers conveying East Challow Parish Council 's objection to this application.

Resolved: The response submitted 26/08/24 was ratified unanimously.

86/24-25 Inspections**86.1/24-25 To receive the Village Inspection sheet as required by the risk assessment from July 2024**

Prior to the meeting the Clerk circulated the Village Inspection form that was carried out on the 16/07/24 by the Clerk and Chair. The inspection was discussed. The Clerk reported that some of the issues were being addressed by the Litter Warden. As reported on the inspection the fence posts in the Parish Council car park adjacent to St Nicholas school are in need of replacement, it was unanimously agreed that 2 posts needed replacing as soon as is possible.

Resolved: A budget was agreed of £200 for materials. The Assistant Clerk reported that she may know a volunteer who could assist with the replacement. This will be progressed by the Clerk and Assistant Clerk. **[ACTION CLERK/ASSISTANT CLERK]**

86.2/24-25 To discuss and approve maintenance for the Main Street noticeboard.

Following on from the Village inspection it was noted that the Main Street Notice board needs some maintenance, to make it more secure in the ground.

Resolved: It was unanimously agreed that maintenance is required, Cllr Miller will investigate this further. **[ACTION BM]**

86.3/24-25 To designate Councillors to carry out the Village Inspections for the next year.

The Clerk informed the Council that Village Inspections would need to be carried out every 3 months, October 2024, January 2025, April 2025, July 2025.

Resolved: The inspections will be carried out as follows: October 2024 Chair and Assistant Clerk, January 2025 Cllr Miller and RFO, April 2025 Cllr Crump, July 2025 Cllr Webb and Assistant Clerk.

86.4/24-25 To receive information on the defibrillator.

The Chair reported that the defibrillator does not require routine maintenance , the pads are in date and the battery is being monitored as part of the monthly inspection.

86.5 /24-25 To receive the RoSPA report for the play area.

Prior to the meeting the RoSPA report from 07/08/24 was circulated to all Councillors.

The inspector reported:

Timber around the general surface was not in good condition, this could be a trip hazard. The remedial task detailed removing timbers and filling gaps with topsoil to level the ground. Intact timbers should not be removed. The Clerk reported that this was an ongoing remedial task and this would be highlighted .

The wet pour is cracking in a small area around the Multi play. There is shrinkage/separation around the wet pour this may cause a trip hazard. Remedial tasks allow grass to establish in the gaps this may prevent the wet pour from shrinking further. There is timber decay in horizontal beam x2 surrounding net. The Clerk reported that all 3 points identified have been included on the play inspection form and will be monitored as part of the routine play inspections.

The Rocker Motorbike has protruding handles and footrests. As this unit was installed prior to the publication of the current standards there is no requirement to make retrospective changes.

There are trip hazards on the safety surface under the Rocker Tortoise. The remedial task is to build up the surface level to remove trip points. The Clerk reported that this was an ongoing remedial task and would highlight this.

Under the Toddler Swings there are gaps in the safety tile surface causing trip points. The remedial task is to make the surface level.

The Clerk informed the Council that both the surfaces under the swings and around the Rocker Tortoise needed replacement or maintenance, the Clerk proposed a plan to replace 1 surface each year for the next 3 years and quotations should be obtained to inform the budget. This was discussed.

Resolved: It was unanimously agreed to replace 1 surface each year for the next 3 years the RFO noted this and will plan this into future budgets. **[ACTION RFO]** The Clerk and Assistant Clerk will obtain a quotation for the first wet pour surface to inform the budget for 25/26. **[ACTION CLERK/ASSISTANT CLERK]**

87/24-25 Update on the flood alleviation proposal adjacent to LJ & CJ Cannings

Works are planned to start on the 16/09/24 for a maximum of 5 weeks. The work is being carried out under a Road Closure, following a recent meeting between the Parish Council, Business owners and OCC's Contractor it was agreed that the safest option was a full closure of the two vehicle access points from the A417 on to The Green and closing off the bottom of St Nicholas Place where it meets The Green.

The Village Hall Committee were approached regarding alternative parking being offered in the Village Hall Car Park. It has been confirmed that alternative customer parking will be provided in the Parish Council's overflow car park in Canal Way. It has been agreed that Cannings will erect a sign during these 5 weeks confirming parking is allowed for customers in the overflow car park. The Village Hall Committee have offered alternative resident's parking for the duration at restricted times, this information has been passed onto OCC. The Village Hall will require vehicle and contact details of any cars parking in the Village Hall car park.

88/24-25 Noticeboards

88.1/24-25 To receive an update on contacting Crest Nicholson about the location of the adapted notice board.

On the 18/07/24 Cllr Barrow received an email from Crest Nicholson confirming that they would not be able to agree to the location of a noticeboard as the handover to Pinnacle was in process. The Parish Council have been advised to contact Pinnacle once they have taken over. There was no update available. **[ACTION PB]**

89/24-25 Warm Spaces Project/Community Celebrations

89.1/24-25 To receive an update on the DBS checks required by the Risk Assessment.

Cllr Bosley has started the process of completing a DBS check.

90/24-25 To receive an update on a full tree inspection.

The tree survey has been planned to start on 21/10/24, this will take 5 working days to complete. The Clerk has received confirmation that all Tree Service Surveyors hold L3 or greater qualifications in Arboriculture and all service Officers have attained a PTI qualification. The Clerk has also received a letter from the Insurance Manager at OCC confirming that OCC have a Public Liability Insurance policy in place that has a limit indemnity of £50 million and professional Indemnity insurance with a limit of £10 million.

OCC will provide the Parish Council with a risk assessment nearer the time. The Clerk has sent an email to the Country Side Access team asking for clarification of ownership of the trees in Cornhill Lane which runs parallel to the football field.

91/24-25 To discuss the postal areas on the electoral roll as highlighted at the Annual Parish Meeting.

There are some errors on the electoral roll around the Village particularly around Main Street. The electoral roll will be viewed and this will be brought back to the October Agenda. **[ACTION CHAIR]**

92/24-25 Standing Agenda Items, to receive update and agree actions.**92.1/24 -25 Parish Cemeteries.****To receive an update on the purchase of the rainwater butt**

Resolved: Minute reference 66.1/24-25 resolved to approve a budget of £50 for a rainwater butt. This has now been purchased and will be put into place as soon as is possible.

To discuss a height and width reduction/replacement of the right-side hedge in the Vicarage Hill Cemetery.

It was unanimously agreed that the box hedge needed replacement, this was not the first time this had been highlighted. A replacement would be investigated and an update would be brought to the October meeting.

92.2/24 -25 Traffic/Highways including:**Parking and speeding within the village/ Speed Indicator Displays (SID')/ Village speed limit survey**

Parking issues were reported in Main Street, with Vehicles being parked on the pavement. The parking situation would be raised again in Challow News.

It was highlighted that the SIDs were meant to be moved periodically , Cllr Gregson will find out more about this and report back at the October meeting. **[ACTION AG]**

A Village speed limit survey would be discussed again at the October meeting.

92.3/24-25 Grounds Maintenance

To receive an update on the extra works on the Park Footpath.

Wise Garden maintenance have proposed a date of the 16/09/24 to carry out the extra works on the Park Footpath, this will necessitate the path being closed both ends for half a day. Wise Garden maintenance will erect signs.

92.4/24-25 Public Art

To receive an update on the Public Art project.

Correspondence has been received regarding the S106 application for funds towards the project to provide an artistic village sign within East Challow.

The funding amount of **£10,737.36** has been approved towards the project. The forms were signed by both Chair and Vice Chair and will be returned by the Clerk. The artist will be contacted to progress this project. The Council thanked Councillor Hayes for his continuing hard work on this project. **[ACTION CLERK AND TH]**

92.5/24-25 Recreation Areas

To receive a report from the Pavilion Working Group.

Challow Sports have started work on the pavilion and have put in place some new lighting. A risk assessment has been received. Cllr Miller and Cllr Gregson reported that they had not found any evidence of asbestos or asbestos containing products after carrying out a visual check of the interior of the pavilion. This has been communicated to Challow Sports and the risk assessment has been updated to confirm that is there any concerns about asbestos then work will be stopped immediately and East Challow Parish Council will be informed.

To receive an update on the works carried out by Talboys to mend the water leaks.

The work was completed on 9th September, the clerk received the following documentation; method statement for the works, general repair risk assessment, plus four onsite risk assessments which are carried out prior to works commencing on the day of works by the team to take into account the onsite situation on the day.

A new heavy-duty manhole has replaced the small inspection cover. A heavy-duty manhole was required as this is an access point to the play area. 3 stop valves were replaced, as another was found. A new pipe was run from one manhole to another replacing the leaking pipe. Unfortunately, this has put pressure on the existing pipe going into the pavilion so there is now another leak.

The Clerk received a phone quotation from Talboys for approx. £846 plus VAT to replace the remaining pipe and drill through into the pavilion and connect to the water supply. The Clerk raised the issue of an asbestos check on the outside of the building, as drilling would need to take place for the repair. Councillors discussed this.

Resolved: The Council resolved to accept the quotation from Talboys for the additional works, the Clerk will request a written quotation **[ACTION CLERK]** . It was noted that this was a specialist job that needed to be carried out by a Thames water approved contractors and was a continuation of a previous job, so 1 quotation would only be required. An Asbestos check was unanimously approved with a budget of £400. **[ACTION ASSISTANT CLERK]**

A motion without notice to extend the meeting until 10.30 was unanimously agreed.

To receive a report from Challow Sports and discuss the goalposts and quotation

Following the Village Inspection the Clerk spoke with Challow Sports regarding the goalposts and how secure they were in the ground, Challow Sports reported that the posts were slightly wobbly due to inappropriate use but were not unsafe. There are also parts missing. Challow Sports have provided the Parish Council with information from the Football Foundation to apply for funding to buy 2 new sets of freestanding goals, for the future. The Parish Council can apply for a grant of up to 75% off both goals. Challow Sports have requested a quotation is sent to the Parish Council and have suggested an account is set up in readiness.

Resolved: It was unanimously agreed that an account should be set up in readiness to apply for the goal post funding. **[ACTION ASSISTANT CLERK]**

To receive a report following the visual play inspection checks.

The checks were still being carried out regularly by the Litter Warden and a quarterly inspection will take place at the end of September and be carried out by Cllr Hayes.

To receive an update on the project to reclaim a 5 meter strip of football field and discuss the quotation received.

A discussion took place, information has been received from a parishioner regarding recommendations to be carried out when reclaiming the land. It was agreed that the area needs to be cleared dug and re seeded. The drainage issue was highlighted, some grant information had been received verbally from Challow Sports. This will be discussed at the meeting of the Pavilion Working Group with Challow Sports planned for 23/09/24.

A quotation from Wise Garden Maintenance has been received of £446.75 to cut back all the overgrown area.

To receive an update on the Community Orchard and the suggestions for the wildflower meadow .

As per minute reference 76.1/24-25 East Challow Parish Council have been told by the County Council that they will provide a small orchard of 20 fruit trees in the north-west corner of the existing meadow. Hopefully, this will happen this winter. The trees will be a mix of apple, pear and plum. OCC will advise on how the meadow needs to be prepared. The Hedgerow Group may be able to assist with this. The information from OCC may lead to the updating of the Grounds Maintenance Schedule for the Wild Flower Meadow.

To discuss the displaying of age range signs on the newly installed equipment

Resolved: This was discussed and it was unanimously agreed not to progress this project.

To receive a progress report on the volunteer work for fence repairs on the recreation ground.

It was reported that the volunteer was still investigating insurance cover with his company. The volunteer has confirmed that a risk assessment will be carried out. As per minute reference 76.2/24-25 purchasing materials was discussed, Cllr Bosley will enquire if the Parish Council's account with Haynes of Challow is still open. It was proposed that the materials would be bought from Haynes by the volunteer and the Parish Council would be invoiced. **[ACTION VB]**

To discuss Barbeques on the recreation ground.

The Clerk received a report from a parishioner saying that there was a used tin foil barbeque in the play area, that had caused them an injury when they cleared it away. Barbeques were discussed at length.

Resolved: It was resolved that as this seemed to be a one-off incident that this issue would be raised again if it became more of a problem.

To discuss graffiti on the recreation ground.

Sadly items in the recreation area were sprayed with Graffiti, including 1 side of the pavilion on the evening of 02/09/24. The Litter Warden along with a parishioner have carried out an excellent job of removing the graffiti., the only graffiti that remains is on the pavilion. Challow Sports have been contacted to ask if they will be painting the outside of the pavilion. This incident has been reported to the police to add to the incident reported in June. An anti-graffiti paint was discussed the Clerk will suggest this to Challow Sports, the Council have confirmed that they would be happy to purchase this.**[ACTION CLERK]**

To discuss the MUGA surface project and the S106 funding opportunity.

The Clerk received an email on the 02/09/24 from the infrastructure Implementation Officer informing the Council that there could be an S106 funding opportunity for some money towards a MUGA project as Faringdon Town Council were unable to meet the deadline of the 13/02/25. The Clerk has spoken with Julie Perrin about the weathersafe treatment for East Challow's MUGA and she has advised that this would meet the criteria. The Council will need to gain 2 more quotations as per the financial regulations. An S106 application will need to be submitted along with 2 quotations and proof of the land ownership/deeds.

Resolved: It was unanimously agreed to pursue this funding for the works on the MUGA. The Assistant Clerk will progress 2 more quotations and the paperwork will be completed by the Clerk and Assistant Clerk. **[ACTION CLERK/ASSISTANT CLERK]**

93/24-25 To receive Correspondence and agree actions or approve responses.

An email has been received from OCC regarding Winter preparedness 24/25. This gives details of how to order salt and bins. As part of the Village Inspection the salt bins were checked and the majority are full. A discussion regarding winter preparedness took place.

Resolved: It was unanimously agreed that the salt bin located at the bottom of Hedghill Road should be replaced and that a new salt block would be requested for storing in the Village Hall car park.

[ACTION CLERK]

A replacement salt bin located near the layby on Main Street will be progressed, this was removed by OCC. **[ACTION AG]**

An email and letter has been received from Thames Water regarding work that is starting soon to replace an approximately 1km section of old main sewer that runs from East Challow Pumping station in Woodhill Lane to Downsview Road. The work started on the 9th September and is proposed to be finished by 31 January 2025. During the project there may be an increase in construction vehicles along Woodhill Lane, Grove Business Park and Downsview Road. This was noted.

An email has been received from OCC concerning contracts for several bus routes. New Contracts are anticipated to commence on 30/03/25 , comments are being requested by 11/10/24. Cllr Barrow will be asked to respond as Parish transport representative. **[ACTION PB]**

94/24-25 Matters for future discussion.

All future meeting starting at 7.00pm.

Councillor numbers.

The impact on the Village of the new reservoir regarding heavy vehicles.

Clearing of the pathway on Hedgehill road in the location of the recently repaired water leak.

95/24-25 To agree a list of items to be included in the next edition of Challow News

Village parking issues.

Autumnal clear up.

96/24-25 To agree date of the next meeting: 9th October 2024

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

Signed Chair.....

Date.....