

Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 13th November 2024 at 19:00, 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 P Barrow (PB)

Cllr I Crump (IC)

Clerk Jane Smith

Assistant Clerk Anna Bebel

Public and press: None Present

Meeting started at 19:02

124/24-25 To receive apologies for absence.

Cllr Constance who is convalescing.

Cllr A Gregson

125/24-25 Declarations of Interests

125.1/24-25 To receive declarations of interest for items on this agenda.

Cllr V Bosley on Village Hall Committee

Cllr Crump on Village Hall Committee

Cllr Barrow District Councillor

126/24-25 To approve the minutes of a previous council meeting.

126.1/24-25 Meeting held on 9th October 2024

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

127/24-25 Matters arising from the minutes not elsewhere on the agenda.

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

A printer and cartridges that are the best value for money and suit the Council's requirements have been identified and the RFO is ordering the items.

105.1/24-25 To receive the External Audit Report for the financial year 2023-2024 and agree actions. The Council requested that the RFO investigate ringfencing and earmarking and then subsequently reallocation of funds if necessary, in readiness for budget setting and the 2024/25 AGAR. **[ACTION RFO]** The RFO reported that EMR , general reserves and ringfencing would be investigated whilst completing the 2025/26 budget. The RFO is using a Scribe Webinar for information and will receive training on this in 2025 as part of the course the Council has approved.

106.7/24-25 To receive an update on the account set up with Haynes of Challow. Resolved: A list of authorised users of the account will be submitted to Haynes, people on this list will be Cllr Bosley, Cllr Miller and the Litter Warden. **[ACTION VB]** Cllr Bosley reported the list of authorised users has been submitted and accepted by Haynes of Challow.

108.1/24-25 To receive information regarding Public Liability insurance for volunteers from Clear Councils. This was noted by all Councillors, and it was confirmed that the Council could not accept the offer from a volunteer to repair the fencing on the recreation ground. The Clerk was asked to write to the volunteer expressing the Council's thanks for the offer. **[ACTION CLERK]** The Clerk has written to the volunteer.

TRO consultation paperwork has been received for Cornhill Lane BOAT proposed prohibition of motor vehicles and carriages. Responses are required by 25/10/24. A response will be collated in favour of the proposal giving some history of Cornhill Lane. **[ACTION VB]** Cllr Bosley reported that a response was prepared and sent.

128/24 -25 Chairman's Announcements

There were no announcements.

129/24-25 Staffing Matters

129.1 To approve training costs

The RFO has requested some training that can be provided on a 1:1 basis with the OALC at a cost of £35 per hour.

Resolved: The Council unanimously approved up to 4 hours of training for the RFO.

129.2 To approve the setting up of Teams for 3 staff members at a cost of approx. £150 plus VAT.

The Staff team would benefit from having Microsoft Teams set up to enable the sharing of information, Teams is part of the MS 365 subscription that the Council are already paying monthly, so this would be a one-off set up cost.

Resolved: The Council felt that the set-up cost was excessive, and it was highlighted that as Teams was already available this extra cost was not needed. The RFO will be asked to obtain more information on what is required to set this up. **[ACTION RFO]**

129.3 To note the purchase of the Clerk's printer and ratify the extra cost of £36.80

This links to the September minutes

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.

As per the Financial Regulations the clerk gained 3 online prices for printers and cartridges, actually more than 3 prices were considered. The printer costing £283.90 including a saving of £156 was purchased as the best fit for the job and the best value. 4 high Yield cartridges costing £352.90 were purchased, this went over the approved budget by £36.80 but will give the Council printing capacity of 2,500 sheets rather than 1200.

Resolved: The extra cost of £36.80 was ratified unanimously.

129.4 To approve the purchase of the book Charles Arnold-Baker on Local Council Administration at a cost of £169.20 including shipping and VAT.

Resolved: The purchase of the Charles Arnold-Baker book at a cost of £169.20 was approved unanimously. **[ACTION CLERK]**

129.5 To note the Local Government Services Pay 2024/25 as been agreed and the contractual obligation to pay back pay to 01/04/24.

The following changes and the contractual obligation to pay back pay were noted by all Councillors.

Pay scales LC1 (13-17) is now £14.60 - £15.58

Pay scales LC2 (18-23) is now £15.84 - £17.29

129.6 To ratify the cost of £60 for the technical support for the Clerks laptop.

The Clerks laptop was having difficulty opening PDF documents, advice was gained from the computer consultant, but it resulted in technical support being needed.

The Clerk reported that the technical support was not required, so there had been no cost to the Council, the laptop has automatically installed another update which had solved the PDF issues.

130/24-25 Finance 2024-25

130.1/24-25 To agree the October payments paid in November 2024.

Resolved: The October payments paid in November were unanimously agreed. The Council unanimously also agreed the payment to Haynes of Challow for approx. £54.98, for the paint, rollers and trays to cover the obscene graffiti on the pavilion, once the payment address and VAT status has

been confirmed. The Council unanimously also agreed the payment of the invoice received from Talboys as per the quotation for £847.73 plus VAT, totalling £1017.28, for the water leak works on the recreation ground. This invoice was received too late to go on the payments list but must be paid within 14 day of receipt. Both payments will go on the November payments list. The RFO will be asked to change the wording on the payments list from Asbestos removal to asbestos survey.[ACTION RFO]

130.2/24-25 To note the October 2024 receipts.

These were noted.

Total staff cost for October 2024: **1,291.04**

All other payments:

Voucher No.	Date	Bank	Supplier	Description	Payment Ref	Net	VAT	Total
93	07/10/2024	Co Op	Microsoft	office licences	Online	30.90	6.18	37.08
94	15/10/2024	Co Op	ICO	Annual subscription	direct debit	35.00	-	35.00
95	05/10/2024	Co Op	Ionos	website	direct debit	18.00	3.60	21.60
97	31/10/2024	Unity	Unity	monthly bank fee	direct debit	5.40	-	5.40
92	17/10/2024	Co Op	HMRC	remaining balance after credit	Online	0.10	-	0.10
98	13/11/2024	Unity	Chair	expenses	CHQ 300007	65.30	5.06	70.36
99	13/11/2024	Unity	Wise Gardening	grounds maintenance	Online	1,302.00	-	1,302.00
100	13/11/2024	Unity	Clerk	expenses	Online	28.78	5.76	34.54
101	13/11/2024	Unity	Jeremy Hanham	grounds maintenance	Online	1,635.00	-	1,635.00
102	13/11/2024	Unity	Amicus Environmental	Asbestos survey	Online	345.00	69.00	414.00
103	13/11/2024	Unity	Wantage Ind. Cleaning	pressure wash paths	Online	378.00	75.60	453.60
	13/11/2024	Co Op	Unity	account top up	Online	10,000.00	-	10,000.00
Total								14,008.68

October receipts

Voucher No.	Date	Bank	Payer	Description	Payment Method	Total
29	23/10/2024	Co Op	VOWHC	Grant funds	Online	3,116.00
28	22/10/2024	Co Op	VOWHC	CIL funds	Online	33,499.33
30	25/10/2024	Co Op	HMRC	VAT return Apr-Sept	Online	6,355.24
		Co Op	Various	Allotment fees	Online	130.00
Total						43,100.57

130.3/24-25 To note the reconciled bank account on 31st October 2024.

The RFO reported that there was a discrepancy on the CO-OP bank account, the Scribe opening balance is £68.66 less than it should be, but there are no transactions for this amount. The RFO has raised this with Scribe, the RFO has provided a manual reconciliation on this account. The bank reconciliation and statement were signed by Cllr Bosley. This was noted.

7 November 2024 (2024-2025)

East Challow Parish Council RECONCILIATION - Unity Trust 31-10-2024

From Accounts	£24,896.60
Payments not cashed Add	£98.00
Receipts not entered Subtract	
Statement should be	£24,994.60

130.4/24-25 To receive an update on contacting SSE regarding the high electricity bill.

The RFO reported that there had been email exchanges with SSE but no satisfactory response has been received. The RFO will issue one more complaint on this matter to SSE directly and wait the 6 weeks as per SSE procedures. If the issue is not satisfactorily attended to the RFO will write to the Energy Ombudsman and report the problem.

Resolved: The Council resolved to stay with SSE until this matter is resolved and then would like the RFO to seek an alternative electricity provider. **[ACTION RFO]**

130.5/24-25 To receive an update on the additional payment made to HMRC.

HMRC have agreed this time to credit the penalty charge, leaving a credit on the account. The RFO has set up a variable direct debit with HMRC to avoid future interest charges, as interest was charged on the penalty whilst they were investigating this.

Resolved: The Council unanimously ratified the setting up of a variable direct debit to HMRC to avoid future interest charges.

130.6/24-25 To Approve expenses in advance of purchase.

The Clerk requested the approval of the purchase of a ream of paper at approx. £8.99.

Resolved: The purchase of a ream of paper was approved.

130.7/24-25 To note the receipt of CIL monies and discuss future expenditure.

The 6 monthly CIL share has been received of £33,499.33. The Clerk highlighted the minute from the October Meeting.

105.1/24-25 It was also noted that the External Auditor wanted to draw to the Council's attention that the general reserves were higher than the generally accepted level for smaller authorities. General reserves are the level of reserves after adjusting for any earmarked or ringfenced funds. As per the JPAG Practitioners' guide, best practice suggests that general reserves should cover at least 3 months of expenditure and anything greater than 12 months of expenditure is considered excessive.

A discussion took place regarding spending and earmarking, ringfencing for future projects.

Resolved: The Clerk was asked to recirculate the projects wish list to all Councillors, for responses before the December meeting, this will be an agenda item for the December meeting. **[ACTION CLERK and ALL COUNCILLORS]**

The Council requested that the RFO report to all Councillors by email the balance of Cil money that is currently in the accounts. **[ACTION RFO]**

130.8/24-25 RFO report

The Council received a report from the RFO providing information for the Finance agenda items, Additionally the RFO reported that there were 9 allotment invoices outstanding, an updated list of outstanding invoices would be provided for the December meeting. **[ACTION RFO]**

131/24-25 To receive reports from District and County Councillors

131.1/24-25 Oxfordshire County Councillor

There was no report available.

131.2/24-25 Vale of the White Horse District Councillor

The report was received, additionally D Cllr Barrow reported that OCC had confirmed with Crest Nicholson that they were still responsible for the SID's and they would be mending the cut cable on the SID located near Canal Farm Lane (Main Street). Going forward East Challow Parish Council would be responsible for all SID maintenance.

132/24-25 Governance

132.1/24-25 To approve and adopt the Sexual General Harassment Policy and Procedure.

The OALC advised that the draft policy and procedure should be sent to all staff to obtain any suggested adjustments. Prior to the meeting the Clerk circulated the Policy and Procedure to all staff and Councillors for comments with notes from the OALC. The Clerk made all Councillors and staff aware that the policy would be uploaded to the website. Staff would be asked to sign to indicate they had read the Policy and Procedure and agreed to comply. This policy will be reviewed and adopted yearly by staff and Councillors. **[ACTION CLERK]**

Resolved: The Sexual General Harassment Policy and Procedure was approved and adopted.

133/24-25 Planning

133.1/24-25 To approve responses to requests for consultation on applications

P24/V2195/HH Location: 4 Meadow Court East Challow Wantage OX12 9WQ

Description: Erection of garden room. Response date 14/11/24.

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

P24/V2329/FUL Location: Mission Hall Main Street East Challow Wantage OX12 9SN

Description: Extension to form toilets to rear of hall .Response date 21/11/24.

Resolved: : The Councillors unanimously agreed to submit the response of the Council supports this application. **[ACTION CLERK]**

133.2/24-25 To note Planning Authority decisions**P24/V0690/HH Location:** West View House Faringdon Road East Challow Wantage OX12 9TH**Description:** Single storey extension, replacement bridge, and 3 bay garage with office above (as amended by plans submitted on 27 June 2024 and 8 August 2024 to move proposed garage to new location). **Granted.**

This was noted.

P24/V1780/HH Location: 2 High View East Challow Wantage OX12 9RS **Description:** Replacement double garage to the rear corner of garden. **Granted**

This was noted.

P24/V2232/DIS Location: Former Airfield West of Grove To the West of Newlands Drive Land North of Denchworth Road Grove.**Description:** Discharge of conditions 15(Foul Drainage) and 16(Surface Water Drainage) 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.(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 noted

P24/V2233/DIS Location: Former Airfield West of Grove To the West of Newlands Drive Land North of Denchworth Road Grove**Description:** Discharge of condition 20(Landscaping scheme), 22(Landscape Management Plan) and 26(Landscape and Ecological Plan) 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.(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 noted.

133.3/24-25 To ratify responses to requests for consultation on application.**P24/V2105/LDE Location:** 6 Old School Lane East Challow Wantage Oxfordshire OX12 9SG**Description:** Certificate of Lawful Development for loft conversion Response date 31st October 2024.**Resolved:** The response that was submitted on the 16/10/24 under delegated powers by the Clerk of no representations was ratified unanimously.

134/24-25 Village Reports

134.1/24-25 Update on the flood alleviation proposal adjacent to LJ & CJ Cannings

The Clerk emailed Drayton Construction and Milestone, as per the October minutes, highlighting the damage to the Village Greens, a response was not received. The works have now been completed, the damaged area on the Village Greens have been left levelled and grass seeded, the grass is growing very well. Disappointment was noted that OCC had not contacted the Parish Council after the works were completed to check that that the Parish Council were happy with the reinstatement of the Village Greens.

134.2/24-25 To discuss the frequent flooding on the A417

This was discussed and concerns by all were raised regarding the frequent flooding with the onset of winter. D Cllr Barrow is progressing this situation as per the District Councillors report. D Cllr Barrow confirmed that he was intending to submit a FOI request to OCC regarding how much money had been spent so far on this project.

134.3/24-25 To note the fly tipping in the over-flow car park.

This was noted. The Clerk has reported this to the Vale and they have now removed the rubbish and will be investigating this further.

134.4/24-25 To receive the Village Inspection from 05/11/24

The Chair and Assistant Clerk were thanked for their time spent carrying out the Village Inspection.

The report was received

Resolved: The Following actions were agreed

The blocked drains will be reported on Fix My Street. **[ACTION CLERK]**

Challow Sports will be contacted to gain advice on what goal posts are needed and discuss storage, this would be discussed further at the December meeting. . **[ACTION ASSISTANT CLERK]**

The litter warden would be asked to remove the graffiti on the recreation area dog poo bin. **[ACTION CLERK]**

The Councillors will look at the Vicarage Hill Cemetery gates and the Ody Memorial gates at the New Cemetery with a view to maintenance or replacement. **[ACTION ALL COUNCILLORS]**

Replacement salt bins would be investigated for Childrey Bridlepath and Reynolds Way. **[ACTION CLERK]**

A maintenance schedule will be discussed at the December meeting.

The next Village inspection would be carried out at the end of January by Cllr Miller and the RFO.

135/24-25 Noticeboards

135.1/24-25 To receive an update on contacting Crest Nicholson about the location of the adapted notice board.

A response from Pinnacle has been received reporting that both Pinnacle and Crest have no issues with this, however homeowners on the estate are being asked for any possible objections. Feedback has been requested by 21st November.

135.2/24-25 To receive an update on the maintenance for the Main Street noticeboard.

Cllr Miller reported that this is still being progressed.

136/24-25 Trees

136.1/24-25 To receive the Tree inspection and discuss actions and approve a budget.

The Tree survey has not been received; it was completed during the week of 21/10/24. Prior to the completion the Clerk emailed the Tree Officers asking them to include the trees in Cornhill Lane that run parallel to the football field. A response was received from the Tree Officer saying the survey was complete and they would report back soon. The Clerk will chase the report. **[ACTION CLERK]**

136.2/24-25 To receive an update on the overhanging trees/foilage on OCC land.

The Clerk emailed the Tree Managers at OCC on the 10th October and did not receive any reply. The Clerk did speak to a representative from OCC who was on site in East Challow, they did cut back some of the branches by the seat .

137/24-25 To receive an update on the REPF Grant.

Cllr Barrow has created a list of historical assets in all 7 parishes and has emailed the Parish Councils for comments, the project needs to be completed by the end of March 2025. The Money has now been received into East Challow Parish Council's bank account, Cllr Barrow confirmed he would be contacting 4 Point Mapping to ask them to start the work after 24/11/24 which is the deadline for receiving comments from the 7 parishes regarding the historical assets. **[ACTION PB]**

138/24-25 To approve the purchase of the bench from the RBL at a cost of £858.99 to include ground fixings and shipping replacing the Millenium bench on the Village Green and discuss how this purchase will be made.

The Clerk searched for similar benches to compare prices, there are only metal benches available with this design, wooden benches are available with memorial plaques. The purchase of this bench will be regarded as only available from one supplier, the Clerk has checked this point with the OALC. A 3-seater bench will be required with soft ground fixings.

The Financial Regulations state: 5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to -

goods or services that are only available from one supplier or are sold at a fixed price.

Resolved: The Council unanimously approved the purchase of the bench as a cost of £858.99. The RFO will be asked to order this. The RFO confirmed that the purchase procedure has been investigated and the Council can pay by BACS, there is a lead time of 3 weeks. **[ACTION RFO]**

139/24-25 To discuss the request to paint the Phone Box and approve a budget if necessary.

Resolved: This was discussed and unanimously approved, the Councillors expressed thanks to the Parishioner who has volunteered to undertake this. A budget of £100 was unanimously approved the Chair will liaise with the Parishioner and organise the purchase of paint. **[ACTION CHAIR]**

140/24-25 To receive an update on the clearance of the path on Hedge Hill Road and ratify the cost of £453.60 for the additional pressure washing that was required due to Health and Safety reasons.

Wise Garden Maintenance completed the works as detailed on their quotation. Unfortunately the mud on the path has been compacted for a long time and when it rained, mud was brought back to the surface. Wise Garden Maintenance re visited the site and swept as much as they could away. The area was still very slippery and was a risk to health and safety. The Clerk and the Chair decided that this needed to be dealt with immediately. Wantage Industrial cleaning pressure washed the path way, removing the mud and the moss on the hill. Positive comments regarding these works have been received from Parishioners.

Resolved: The additional cost of £453.60 for pressure washing was ratified unanimously.

141/24-25 Standing Agenda Items, to receive update and agree actions.

141.1/24-25 Parish Cemeteries.

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

The Clerk and Chair had a site meeting with a Grounds Maintenance Contractor to discuss the right-side hedge, the hedge is encroaching onto several graves, hindering grave maintenance. And general access. This will be discussed again at the December meeting.

To discuss the Autumnal clear up in the Vicarage Hill Cemetery and approve a quotation.

Two quotes have been received of £390 and £800. This was discussed and it was agreed to set a budget of £600. The Clerk is to contact the Grounds Maintenance contractor who usually works in the area and request for completion of the works within a £600 budget. **[ACTION CLERK]**

To discuss a proposal for an additional cemetery.

This was discussed and confirmed that the proposed location would be at the South end the of the WildFlower Meadow adjacent to the Parish Car Park.

Resolved: The Parish Council resolved to publish the proposed location of an additional cemetery in the Challow News. This will be discussed again at the February 2025 Council Meeting.

141.2/24-25 Traffic/Highways including:**Parking and speeding within the village/ Speed Indicator Displays (SID') including confirmation on who is responsible for moving the SIDs and an update on the cut cable.**

OCC has confirmed with Crest Nicholson that they are responsible for the SID's and they would be mending the cut cable on the SID located by Canal Farm Lane. Going forward East Challow Parish Council would be responsible for all SID maintenance.

The East Challow proposed 20mph Speed limit consultation paperwork has been received. Prior to the meeting the Clerk circulated this to all Councillors. It was noted that the Public Notice had been published in the Wantage Herald.

Resolved: The Parish Council resolved to display the Public Notice on both Village Notice Boards, the resident's facebook pages and the Website, objection or other representations should be submitted to OCC by the 6th December 2024. Some Councillors requested that the area of A417 as it passes through the Village (which is due to become 20mph) should be extended. It was also pointed out that some Estate roads which are due to become 20mph have not been named by OCC – clarification should be sought. The Chair and the Clerk will respond on behalf of East Challow Parish Council, the Councillors were asked to email their response to the Chair. **[ACTION CHAIR AND CLERK]**

141.3/24-25 Allotments**To discuss the request to use the pavilion toilet by allotment users**

Resolved: The Councillors resolved to allow the pavilion toilet to be used by allotment users. The Chair would liaise with the Parishioner who requested this to discuss the security arrangements and confirm the toilet would not be able to be used until the toilet cistern was removed and replaced. The Chair also confirmed that the allotment troughs had now been emptied and cleaned, the Councillors expressed thanks to the Parishioner who carried this out. **[ACTION CHAIR]**

To discuss the request to have storage in the pavilion shed by the allotment users.

This was discussed and concerns were raised about the sharing of the space with Challow Sports this will be revisited when the shed is accessible.

141.4/24-25 Grounds Maintenance

The Clerk reported that the grounds maintenance schedules will be reviewed by the Clerk and the Chair and that 2 more quotations would be obtained in order to ensure value for money.

141.5/24-25 Public Art**To receive an update on the Public Art project.**

It was reported that the Artist had made a start.

141.6/24-25 Recreation Areas**To receive a report from the Pavilion Working Group.**

A meeting took place on 04/11/24. It was reported that the new doors would be installed towards the end of November. Budgets and future funding would be further investigated once the pavilion refurbishment has taken place, and the pavilion is being used on a regular basis.

To receive an update on the removal of the toilet cistern.

The Clerk informed the Council that 3 quotations had been obtained from LARCs -Local Asbestos Removal Companies. The quotations range from £260 to £450 excluding VAT for a mix of disconnection, removal and disposal. The Clerk recommended that the toilet cistern should be removed by a LARC. This was discussed and the Councillors confirmed that during the Pavilion Group meeting on 04/11/24 Challow Sports had agreed that they would deal with the removal and disposal of the cistern and ultimately it's replacement.

Resolved: The Council resolved to not follow the Clerk's advice and the Council voted 4 votes to 1 for Challow Sports to deal with the removal of the cistern. The Clerk requested that the Pavilion Working Group carry out a risk assessment before the works are carried out. **[ACTION PAVILION WORKING GROUP]**

To receive an update on the works carried out by Talboys to fix the additional water leak.

The additional water leak works were completed on the 06/11/24. The remaining pipework has been replaced, the contractor has fitted a box covering the break through into the pavilion toilet. A lever has replaced the brass tap to turn off the water to the basin and toilet.

A motion without notice to extend the meeting until 21.45 was unanimously agreed.

To receive a report following the visual play inspection checks.

These are being carried out regularly by the Litter Warden, it was reported that seasonal moss has started to grow on the ball games surface, the multiplay timber decay would be treated with preservative and the toddler swings need cleaning.

To receive an update on the project to reclaim a 5-meter strip of football field.

Following on from the Council accepting the quotation of £446.75, the Clerk has confirmed with Wise Garden Maintenance that the work will be carried out on the 28/11/24.

To consider fencing quotations.

Three quotations were requested as per the Financial Regulations, Two quotations have now been received.

The quotations were discussed. The Clerk reported that the main gate post in the car park needed replacing as quickly as possible as it is now insecure in the ground.

A volunteer had again offered to replace the car park fence on the recreation ground, the Councillors expressed thanks for the offer but felt the Public Liability cover was not clear.

Resolved: It was resolved by a majority to accept the quotations from Pepler Fencing of £774 for replacing the posts in the car park and £1020.00 for replacing the lower car park fence. The Clerk Confirmed that Pepler Fencing had the required Public Liability Insurance in place. **[ACTION CHAIR]**

To receive an update the MUGA surface project and the S106 funding opportunity.

The S106 application and supporting documentation was submitted by the Clerk on 15/10/2024. An email had been received from Sports Courts, the preferred contractor giving details and pictures of previous projects, the Clerk circulated this to all Councillors. All Councillors agreed that Sports Courts should be the preferred contractor.

To discuss wet pour quotations for the Play Area.

A wet pour quotation has been received from Wicksteed for the following 3 areas, toddler swings, junior swings and the springies area. The Assistant Clerk will now obtain 2 more quotations, and these will be considered at a future Council meeting. **[ACTION ASSISTANT CLERK]**

To approve the cost of purchasing 4 additional keep your dog on the lead signs for the recreation area.

A request has been received from a Parishioner for more signs to be displayed on the recreation ground and it was highlighted that the sign in the car park was now missing.

A quotation had been received from Falcon Signs of £53.41 for fence and gate signs and £44.21 for a wooden fence sign both prices exclude VAT.

This was discussed, concerns were raised that these signs would be ignored and if it would it be more beneficial to display pick up dog poo signs. This will be discussed again at the December meeting.

142/24-25 To receive Correspondence and agree actions or approve responses.

Correspondence has been received regarding a public survey on proposals to reduce minimum timeframe to charge a council tax on long-term empty properties. Survey open till 26/11/24. This was noted.

Correspondence has been received from Thames water offering a meeting with the Reservoir Project Team. This was noted and it was felt there were enough local meetings being offered by Thames Water regarding this project.

An enquiry has been received enquiring if a black granite headstone is allowed in the Vicarage Hill Cemetery. The Clerk in consultation with the Chair replied this was allowed. This was noted.

Email correspondence had been received from OCC Planning Dept regarding a proposed update to OCC 's Local List of Information Requirements for validation of planning and related applications. This

consultation will be open until 02/12/24. Councillor Barrow will investigate this further and respond if necessary. **[ACTION PB]**

143/24-25 Matters for future discussion.

Maintenance Schedule for the Village.

Childrey Brook update

Proposal for additional cemetery.

40 mph zone and bus stop

Hedge planting date

144/24-25 To agree a list of items to be included in the next edition of Challow News

Proposal for additional cemetery.

20 mph consultation public notice.

Dogs on lead and dog poo on the recreation ground.

Parking considerably particularly Sarajac Ave.

145/24-25 To agree date of the next meeting: 11th December 2024

A motion without notice to proceed into a confidential session was agreed unanimously.

146/24-25 To discuss the Parish Council car park.

A discussion took place

Resolved: The Council passed a resolution that the Clerk has delegated authority to respond on this matter in consultation with 3 other Councillors; Chair, Vice Chair and Cllr Hayes.

There was no further business transacted, the Chairman closed the meeting at 21.40

Signed Chair.....

Date.....