

Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 11th December 2024 at 19:00, East Challow Village Hall

Public Session: The MoP highlighted the following: The phone box painting will be planned in for the Spring. "Do not let your dog off the lead " signs were requested for both entrances onto the recreation ground from the Parish Council car park. A sign was requested for the Childrey Bridlepath, local to St Nicholas School, advising vehicles to slow down and be aware of children and animals. The opening of the barrier gate in the Parish Council Car park near the school is now being carried out on alternative weeks by another Parishioner, the Parish Council thanked the Parishioner for their support for the Council and the Community. Dog Fouling enforcement stickers have been requested for some lampposts in the village, more details on the locations are reported in these minutes.

Members Present:

Chair	Cllr V A Bosley (VB)
Vice Chair	Cllr F Webb (FW)
Members	Cllr T Hayes (TH)
	Cllr P Barrow (PB)
	Cllr A Gregson (AG)

Clerk Jane Smith

Public and press: 1 MoP

Meeting started at 19:07

147/24-25 To receive apologies for absence.

Cllr Constance who is convalescing.

Cllr B Miller

Cllr I Crump

148/24-25 Declarations of Interests

148.1/24-25 To receive declarations of interest for items on this agenda.

Cllr V Bosley on Village Hall Committee

Cllr Barrow District Councillor

149/24-25 To approve the minutes of a previous council meeting.

Vanessa Bosley
Chair of the Council

8th January 2025

149.1/24-25 Meeting held on 13th November 2024

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

149.2/24-25 Matters arising from the minutes not elsewhere on the agenda.

130.7/24-25 To note the receipt of CIL monies and discuss future expenditure. 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] *This is reported on the 2025/2026 budget.***

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] *There are now 3 allotment invoices outstanding.***

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

Resolved: The Following actions were agreed

The blocked drains will be reported on Fix My Street. **[ACTION CLERK] *Reported on 14/11/24***

The litter warden would be asked to remove the graffiti on the recreation area dog poo bin. **[ACTION CLERK] *Removal completed on 03/12/24.***

Replacement salt bins would be investigated for Childrey Bridlepath and Reynolds Way. **[ACTION CLERK] *The Clerk has been advised that OCC will only replace damaged salt bins, the Clerk has received confirmation from OCC that the Childrey Way Bridlepath salt bin will be replaced at the same time as the Hedgehill Road salt bin.***

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 RFO has ordered the bench.*

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] Parishioner advised the Chair that *this will be carried out in the Spring.***

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

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] *The risk assessment will go on the Agenda for the Pavilion Working Group meeting on the 13/01/25.***

To consider fencing quotations Resolved: It was resolved by a majority to accept the quotations from Pepler Fencing of £774 for replacing the fence posts in the Parish Council car park and £1020.00 for replacing the Recreational area post and rails. The Clerk Confirmed that Pepler Fencing had the required Public Liability Insurance in place. **[ACTION CHAIR] *Both jobs have now been completed.***

150/24 -25 Chairman's Announcements

The Chair informed the Council that an invoice had been received for a 12-month subscription to Ionos AI Assistance that had been requested in error. The Clerk has been able to cancel this additional service with Ionos with no costs incurred by the Council.

The Clerk and Cllr Barrow were thanked for communicating with SSEN and Parishioners during the recent power cuts.

151/24-25 Staffing Matters

151.1 To approve adjusting the Clerk's contractual hours to 8 hours per week plus additional hours during periods of high workload to reflect hours being worked.

Following an hours review with the Chair and Vice Chair it was noted that the Clerk is regularly working 8 hours per week. The Clerk has agreed to the contractual change to support the Council to maintain the current levels of activity.

Resolved: Adjusting the Clerk's contractual hours to 8 hours per week, plus additional hours during periods of high workload were unanimously approved.

152/24-25 Finance 2024-25

152.1/24-25 To agree the November payments paid in December 2024.

Resolved: The November payments paid in December were unanimously agreed. It was unanimously agreed to pay the sum of £1290 to Wise Garden Maintenance before the next meeting, once an amended invoice has been received, an invoice had been received containing an arithmetical error. This will go on the December payments paid in January payment list. The Chair signed the payments list as per the Financial Regulations.

Total staff cost for November 2024:

1,313.41

All other payments:

Voucher No.	Date	Bank	Supplier	Description	Payment Ref	Net	VAT	Total
104	08/11/2024	Unity	Talboys	repair to leaks	Online	847.73	169.55	1,017.28
105	08/11/2024	Co Op	Cartridge People	Toners to Clerk printer	Card	296.58	59.32	355.90
122	18/11/2024	Co Op	SLCC	FILCA training course	Card	120.00	24.00	144.00
106	08/11/2024	Co Op	HP.Com	New printer for Clerk	Card	236.59	47.31	283.90
108	30/11/2024	Unity	Unity	bank fees	Online	6.00	-	6.00
109	11/12/2024	Unity	Clerk	expenses	Online	29.99	-	29.99
	11/12/2024	Co Op	East Challpw PC	transfer between accounts	Online	10,000.00	-	10,000.00
124	11/12/2024	Unity	Haynes of Challow	Paint & rollers	cheque	54.00	-	54.00
117	04/11/2024	Co Op	Ionos	website	Direct Debit	18.00	3.60	21.60
116	08/11/2024	Co Op	Castle Water	allotment water	Direct Debit	55.02	11.01	66.03
114	05/11/2024	Co Op	Microsoft	licences billing period 01/10/24-31/10/24	Direct Debit	30.90	6.18	37.08
115	21/11/2024	Co Op	Microsoft	licences billing period 20/11/24-20/11/24	Direct Debit	30.90	6.18	37.08
113	30/11/2024	Unity	Jeremy Hanham	Cemetery tidy up	Online	600.00	-	600.00
112	22/11/2024	Unity	Pepler	replacement posts and rails	Online	850.00	170.00	1,020.00
112	22/11/2024	Unity	Pepler	replacement gate posts	Online	645.00	129.00	774.00
111	20/11/2024	Unity	Royal British Legion	New memorial bench	Online	712.50	142.50	855.00
							Total	15,301.86

Awaiting replacement invoice for Wise for the correct total of £1290. Please approve payment of this value to allow release of funds upon receipt of new invoice.

November receipts

Voucher No.	Date	Bank	Payer	Description	Payment Method	Total	
	11/11/2024	Co Op	Allotment holder	annual fees	Online	35.00	
						Total	35.00

It was also unanimously agreed to transfer £10,000 from the CO OP bank account to the Unity Trust bank account to maintain working balances across both accounts.

152.2/24-25 To note the November 2024 receipts.

These were noted.

152.3/24-25 To note the reconciled bank account on 31st October 2024.

Scribe are assisting the RFO to correct an error in the CO OP reconciliation as reported on the November minutes.

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.

The RFO provided the Council with a copy of the CO OP bank statement as at 25/10/24 showing a balance of £119,075.89. The Unity bank balance had already been reported on the November minutes. This was noted by all Councillors.

152.4/24-25 To note the reconciled bank account on 30th November 2024.

The RFO provided the Council with a copy of the CO OP bank statement as at 25/11/24 showing a balance of £108,165.30.

**East Challow Parish Council
RECONCILIATION - Unity Trust 30-11-2024**

From Accounts	£38,598.62
Payments not cashed Add	£242.52
Receipts not entered Subtract	£10,000.00
 Statement should be	 £28,841.14

152.5/24-25 To receive an update on contacting SSE regarding the high electricity bill

The RFO is still progressing this with SSE, an additional bill has been received for approx. £6,000 The RFO has been in email contact with SSE and sent the following email;

We have yet again received a massive bill on a building that is hardly used, the previous bills it wasn't used at all.

So that is another £6k on top of what we have already paid this year, we are a small parish council, so this is public money and is now getting very serious.

Vanessa Bosley
Chair of the Council

8th January 2025

We keep trying to discuss this issue with SSE, this is the first acknowledgment we have had that this is being looked at, so I appreciate it thank you.

You mention bills being estimated, but I have submitted readings via our online account, however even estimated these are ridiculously high based on previous invoicing on the account.

Attached are the pictures we took when we last submitted a reading online.

Can you please arrange for someone to visit the site and take readings, there is absolutely no way we would generate bills of this level, we will be owed quite a bit of money in a refund from SSE.

If we do not receive resolution early in the new year, we will speak with Energy Ombudsman how we proceed with estimations that are, quite frankly, just far-fetched!

Resolved: The Council agreed to withhold payment of the bill until SSE has provide the Council with more information.

152.6/24-25 To check the progress made towards the points raised on the Internal Audit report from 31st March 2024

As per minute reference 32.3/24-25 from the June 2024 meeting the following agreed actions have been monitored by the Clerk and RFO an update is provided below.

All purchases should be arranged by and addressed to the Clerk or RFO. *This is now in place and being monitored.*

The Council will aim to get expenses approved in advance. It was agreed that the RFO and Clerk will make a list of stationery needs and try and get this approved in advance. The Clerk has included an agenda item to approve expenses in advance. *The Council is endeavouring to approve expenses in advance as an agenda item, balancing this against a negative impact on the Council's needs.*

Bank statements must be addressed to the RFO, the CO OP bank statement is addressed to the RFO.

Legal powers to pay will be recorded on the minutes, the Clerk will obtain advice from the OALC. *Legal powers and financial regulation stipulations are being recorded with expenditure when required.*

As recommended by the Internal Auditor, obtaining expert VAT advice on the new pavilion was noted by all Councillors. *This had still not been progressed as it is felt that replacing the pavilion was still in the future.*

A risk assessment template was received and has been used to review the current risk assessment. *An updated risk assessment was adopted on 10/07/2024*

The Clerk emailed the Internal Auditor to gain advice on what actions were needed for the point on the Burial Ground project, no more action is needed as the April minutes state that no more money will be spent on the project.

The RFO is working on the implementation of regular monitoring and review of budget expenditure. *The RFO has been progressing budget expenditure monthly . In 2025 the RFO will provide a regular monitoring timetable for review of expenditure.*

The RFO is intending to learn more about EMR's to meet the requirements that EMR's are critically assessed. *The RFO has received EMR training and has critically assessed these in preparation of the 25/26 draft budget.*

SLCC benchmarking tool will be used to assess appropriate staff hours once membership is obtained. *SLCC membership has been obtained for the Clerk and RFO, the benchmarking tool no longer exists.*

The RFO is opening a Unity Trust Bank account, following advice from the Internal Auditor and minute reference 137.4 /23 from the July meeting minutes. *The Unity Trust bank account was opened in July 2024 Electronic banking was implemented in October/ November 2024.*

The RFO and Cllr Webb will ensure that the original bank statements to support the bank reconciliation will be signed on a rotation basis, by a member of the council at each meeting. *This is being done at each Council meeting.*

The Clerk and RFO will be gaining advice on an investment Strategy. *It was decided that an investment strategy was not needed at this time as the Council had paid the invoice for the play equipment in July 2024 The RFO is monitoring this and will re visit this once the EMR's have been agreed at a Council meeting.*

152.7/24-25 RFO report

There was nothing further to report.

153/24-25 Finance 2025-26

153.1/24-25 To approve the budget for 2025-2026

Resolved: The 2025-26 budget was approved unanimously. The RFO was thanked for her work on the budget.

154/24-25 To receive reports from District and County Councillors

154.1/24-25 Oxfordshire County Councillor

There was no report available.

154.2/24-25 Vale of the White Horse District Councillor

The report was received, the continuing flooding on the A417 at Mellors was discussed. Cllr Barrow said he would review the NP policies in the New Year to assess if they are robust enough for the Joint Local Plan which is due for submission in December 2024.

155/24-25 Planning

155.1/24-25 To note Planning Authority decisions

P24/V2105/LDE Location: 6 Old School Lane East Challow OX12 9SG **Description:** Certificate of lawful development for loft conversion **Granted**

P24/V2195/HH Location: 4 Meadow Court East Challow OX12 9WQ **Description:** Erection of Garden Room **Granted**

156/24-25 Insurance

156.1 /24-25 To receive recent correspondence from Clear Councils regarding volunteer insurance.

The Clerk spoke with Clear Councils to confirm information that had been received previously and an email was received on 15/11/24 in response.

Just to reiterate our stance for volunteers , we would not insure any volunteers for fencing work as this is outside of the parameters of your local council policy.

East Challow Parish Council should use competent contractors to undertake this type of work who have their own Public Liability insurance with a Limit of Indemnity of not less than £5,000,000.

All hazardous works must be carried out by professional contractors with their own Insurance.

This was noted by all Councillors.

157/24-25 Village Reports

157.1/24-25 To discuss registering footpaths by 01/01/26

All registered footpaths will require re registering by 01/01/26. Cllr Barrow confirmed that all footpaths on the OS map had been originally registered. A discussion took place regarding the footpath from Marsh Lane to Pepler's Farm . Cllr Bosley and Cllr Barrow will consult archive footpath maps, the Clerk will obtain advice from the OALC. **[ACTION CLERK/VB/PB]**

157.2/24-25 To receive information regarding the footpath modification in West Challow

A notice of confirmation of public path diversion and definitive map and statement modification order (DMMO) has been issued by OCC with a date of the 14th November being the latest date to apply to the High Court to report grievances.

The Clerk emailed the OALC to ask for guidance on this matter and we have received a guide to the Definitive Map, which the Clerk circulated to the Chair and Cllr Barrow. The OALC confirmed that the making of the order was actually the start of the process and the public are given the right to object at this point (as stated in the notice) the changes do not come into force until the order is confirmed. This was discussed by all Councillors and noted, also it was noted that the land opposite Haynes of Challow is being cleared and possibly could become a hardstanding, to be monitored.

157.3/24-25 To discuss a hedge planting date.

This has been arranged for Sunday 5th January 2025. Cllr Barrow was thanked for the work that he and his team had done on the previous Sunday in severe weather conditions.

157.4/24-25 To receive information on Childrey Brook.

The Parish Council received the following update for DCllr Barrow. The continuing problem of flooding at Mellor's relates to Childrey Brook and its tributaries. Short term measures are needed urgently including the unblocking of the inspection chamber that exists at the end of the ditch across the field between Cornhill Lane and Silver Lane, adjacent to Manor Farm and the pipe that runs from the chamber towards Silver Lane together with desilting the stream from where it crosses the A417 to the junction with Circourt Rd. Longer term measures to ensure more rapid flow along the stream from near Mellor's include desilting the stream in many places, certainly as far as Challow Marsh Farm. Before he left The Letcombe Brook Project, the leader submitted a grant proposal for £250,000 via Thames Water to the EA desilt Childrey Brook and cut back vegetation to let in light. This is a proposal to improve biodiversity as opposed to reduce flooding but it will contribute in a huge way to this also. Further plans might include a proposal to facilitate some minor winter flooding in the fields to the east of Childrey Brook where ponds and low lying marshy areas already exist.

157.5/24-25 To discuss the Bridlepath surface between Cornhill Lane and Cornhill Farm and the speed of increased vehicle traffic.

This was discussed, it was highlighted that some of the holes on the Bridlepath surface had been filled with bricks, it was felt that this was unsafe. The increased vehicle traffic and speed of vehicles was also discussed. It was confirmed that the Childrey Bridlepath is part of West Challow Parish. DCllr Barrow will raise these concerns with West Challow Parish Council. **[ACTION PB]**

157.6/24-25 To discuss the setting up of a village maintenance schedule.

It was noted that there are many small maintenance jobs in the Village that need attention. This was discussed, Cllr Hayes has offered to assist with the creation of a Village maintenance schedule. It was agreed that consulting the current Asset Register would be the first step in the creation of the schedule. The Clerk was asked to circulate the Asset register. **[ACTION CLERK]**

158/24-25 Noticeboards**158.1/24-25 To receive an update on contacting Crest Nicholson about the location of the adapted notice board.**

Cllr Bosley will re send the proposed location to Cllr Barrow. Cllr Barrow will submit this to the Crest Nicholson Resident's Association. **[ACTION VB/PB]**

158.2/24-25 To receive an update on the maintenance for the Main Street noticeboard.

This is still being progressed.

159/24-25 Trees

159.1/24-25 To receive the Tree inspection and discuss actions and approve a budget. The tree survey was received on 03/12/24 all the documentation has been circulated to Councillors prior to the meeting.

The Clerk has clarified points with OCC. The inspection is dated 29/10/24 and the Council did not receive this until 03/12/24, it was noted that it had taken 5 weeks to receive the report. There are jobs that the Council are advised to carry out within a 3 month period, the Clerk asked for clarification on the start of the timescale priority date. OCC have responded with 15/11/24 which should be used as the start of timescaled priorities, this is the date on the letter first received. The Clerk is still questioning this date.

On the Tree inventory 7 trees are marked as being in a poor condition but only 3 of those are on the high priority list. This information was received. Essentially a tree can be in poor condition but not hazardous. A tree can have a defect present that makes the condition poor, but the defects present no risk.

OCC have supplied the Parish Council with 2 quotations for the high priority works and medium priority works. The Clerk highlighted there were low priority works that affected the highway or properties.

Resolved: The Councillors resolved unanimously to only carry out the high and medium priority works, the low priority tasks would be completed at a later date. The Councillors asked the Clerk to obtain a 3rd quotation from a local Tree Surgeon. **[ACTION CLERK]** Quotations will be considered at the meeting on the 08/01/25.

160/24-25 To receive an update on the REPF Grant.

The text and photos for the 45 assets have been sent to 4PointsMapping who are preparing the map/guide. The Fox at Denchworth needs to be included, which might be a goal for walkers on the paths north of East Challow. Apart from the need to convert PP slides to PEG or HEIC files the rest will hopefully just be proof checking. The North Wessex Downs Landscape Trust have said that they will signpost it on their web site.

161/24-25 To discuss and receive an updated projects wish list.

The updated wish list was received and discussed; it was confirmed that suggestions could still be sent to Cllr Miller as this will be revisited at future council meetings.

Resolved: It was decided that the wish list should be split into 3 headings, Village Hall, Challow Sports and Village and then the list prioritised for each of the 3 sections. Cllr Barrow has offered to assist Cllr Miller with this.

162/24-25 To review the burial fees list dated 2022

The burial fees 2022 are out of date on the website, we have had an enquiry confirming if the 2022 are the current fees. These were circulated to all Councillors prior to the meeting.

This will be discussed again at the January meeting.

163/24-25 To discuss the postal areas on the electoral roll.

DCllr Barrow will organize an updated copy of the electoral roll and Cllr Bosley will check for correct postal addresses. **[ACTION VB/PB]**

164/24-25 Standing Agenda Items, to receive update and agree actions.

164.1/24-25 Parish Cemeteries.

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

Cllr Hayes presented pictures of the hedge to the Councillors.

Resolved: It was agreed unanimously that the hedge looked in quite good condition, so replacement was not required. It was decided that a width reduction was needed in the areas where the hedge encroached onto graves.

To discuss the Vicarage Hill Cemetery gates and the Ody Memorial gates with a view to refurbishment or replacement.

Resolved: The Councillors unanimously agreed that the Ody Memorial gates required cleaning and painting with a rust resistant paint. The gates at the Vicarage Hill cemetery need realigning. These will go on the future Village Maintenance schedule. The Clerk was asked to obtain quotations from contractors to carry out these works. **[ACTION CLERK]**

164.2/24-25 Traffic/Highways including:

Parking and speeding within the village including 20 mph

40 mph zone and bus stop on the A417 at Mellors

Speed Indicator Displays (SID') including confirmation on who is responsible for moving the SIDs and an update on the cut cable.

The parking in Windmill Place was discussed it was noted the grass verges were in poor repair due to vehicle parking. A Parishioner had enquired if some of the verges could be replaced with a hard surface to provide more parking . The Clerk was asked to email Mark Francis from OCCH to enquire. **[ACTION CLERK]**. Parking in Sarajac avenue remains an issue.

The SID's were discussed, it was noted that the SID on south side of the village was not working and the road signs remained turned away from the traffic following the recent resurfacing works on the A417. Cllr Barrow confirmed that Crest Nicholson were still responsible for the SID's and he has

emailed Ryan Moore OCC reporting that both the SIDS are out of action. Cllr Barrow will also enquire if the road signs can be put back in position. **[ACTION PB]**

A formal application has been submitted to OCCH for a 40 mph zone and bus stop on the A417 at Mellors/ W & G Estate, this is ongoing.

A motion without notice to extend the meeting until 22.00 was unanimously agreed.

164.3/24-25 Grounds Maintenance

The Clerk and the Chair have reviewed the grounds maintenance schedules. These were sent to our current contractors for quotation on the 03/12/24. As per the November meeting the Clerk and Chair are working towards gaining 2 more quotations to adhere to the Financial Regulations. A meeting has taken place with a new contractor to explain the schedules and another meeting will take place early in the New Year. Quotations will be considered at the January Council meeting.

Following storm Darragh some trees need attention in Lower Childrey Way to ensure they remain safe, Wise Garden Miantenance have removed some overhanging foliage free of charge. A quotation has been received of £250 to remove the remaining trees.

Resolved: It was unanimously agreed to accept the quotation from Wise Garden Maintenance of £250. Only 1 quotation will be sought as it is below £500 and the works needs to be carried out as soon as possible to ensure safety. The Clerk was asked to arrange completion of these works with Wise Garden Maintenance. **[ACTION CLERK]**

164.4/24-25 Public Art

To receive an update on the Public Art project.

It was reported that this project is still ongoing.

164.5/24-25 Recreation Areas

To receive a report from the Pavilion Working Group.

The Clerk requested that at the next Pavilion Working Group meeting, if it can be confirmed where Challow Sports are highlighting their activities to attract East Challow Village Children.

Cllr Bosley confirmed that the next meeting with Challow Sports will take place on the 13/01/25 and the minutes from the last meeting will be circulated before Christmas.

To ratify or approve as necessary the cost of an electrical safety inspection check at the pavilion.

Challow Sports have supported the Village sports initiative by replacing the existing floodlights to allow winter training, the Council requested that the Parish Council's thanks should be recorded.

The Clerk discussed and agreed with Challow Sports that the new floodlights would not be used until an electrical inspection took place from a registered electrician. This is being arranged by East Challow Parish Council, the contractor has confirmed that they will carry out the electrical safety inspection free of charge and they have been in touch with Challow Sports to arrange a date. Challow Sports have confirmed that any paperwork will be forwarded to the Parish Council.

A discussion took place concerning communication between Challow Sports and the Parish Council it was agreed that the Parish Council should be notified of what works are being carried out, as East Challow Parish Council are responsible for all works carried out at the pavilion/recreation ground. This will be raised with Challow Sports at the next Pavilion Group meeting.

To approve quotations for the purchase of new goalposts for the recreation ground.

Mark Harrod goals are the preferred supplier of the Football Foundation or FA this is where the Council can apply to gain 75% of the cost back.

We have received quotations for 3 sets of goals to cover the age ranges from 7/8 years to senior. Challow Sports have recommended to purchase during the football season. The goals need to be purchased by the Council and then 75% grant claimed back via Football Foundation, an account has been set up by the Assistant Clerk.

We have been able to obtain 2 other online prices for each set of goals for comparison as per the Financial Regulations. It was noted that buying directly from Mark Harrod goals provided the best value for money.

Resolved: Applying for the grant was approved. **[ACTION ASSISTANT CLERK]** The quotation from Mark Harrod goals was unanimously approved at a total cost of approx. £4,600 for all 3 sets of goal posts. It was noted that pursuing the grant would be very important. The logistics of ordering and receiving the goals will be discussed by the Assistant Clerk at the next Pavilion Group meeting in January and the RFO will then be asked to order these. **[ACTION ASSISTANT CLERK AND RFO]**

To receive a report following the visual play inspection checks.

These are still being carried out, there is nothing to report.

As per the April 2024 Meeting minutes, the Visual play inspection checks will now be carried out every 2 weeks, until we reach the spring/summer months.

329.5/24 It was agreed that the Litter Warden would carry out the visual check using the new inspection form, weekly for the months of June, July, August and September and then 2 weekly for all other months. The sheets would be filed by the Clerk.

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

The date for the works of the 28/11/24 was postponed due to the wet weather conditions and damage that would have been done to the grass surface whilst works were in progress. The Ground Maintenance contractor has proposed carrying out these works in Spring, when the ground conditions would be drier. This was acknowledged by all Councillors and will be discussed at the next meeting with Challow Sports. The Clerk was asked to contact RJR Tree surgery to discuss the reclaim project. **[ACTION CLERK]**

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

There was no update.

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

The Clerk has requested Envirocrime South and Vale to place dog fouling enforcement stickers in the following areas.

Hedgehill road grassed area

Entrance to Old school Lane from Main Street

Reynolds way on the way to entrance to recreation ground

School car park

Recreation ground on the first floodlight

Village hall on the way to The Park footpath

Resolved: Following on from the November meeting where concerns were raised about the cost of these signs and their effectiveness it was resolved to purchase 2 “Keep your dog on the lead signs” to be placed at both entrances onto the recreation ground from the Council car park. The signs will be searched for on Amazon. A budget of £50 was unanimously agreed. **[ACTION AG]**

165/24-25 To receive Correspondence and agree actions or approve responses.

An email has been received from the OALC regarding the consultation on enabling remote meetings and proxy voting for parish and town councils – comments on this are invited before 19th December 2024. It was agreed that Cllr Barrow, Bosley and Gregson would complete this consultation. **[ACTION VB, PB, AG]**

An email has been received from OCC regarding a consultation on proposed disabled parking spaces-response needed by 20th December 2024 . An official disabled parking space has been requested by a resident of East Challow . The Clerk was asked to respond saying the Parish Council have no objection to this but would like to know the exact location and if some of the grassed area, local to the resident’s property, was being laid to hard surface. **[ACTION CLERK]**

Post has been received from Open Spaces regarding a legal action funding request.

An email has been received regarding a Sustainability Report as part of the combined Sustainability Appraisal and Strategic Environmental Assessment process for the Joint Local Plan 2041. inviting comments on the technical addendum from Friday 6 December 2024 until Friday 17 January 2025 at 11.59pm. Cllr Barrow will respond to this on behalf of East Challow Parish Council. **[ACTION PB]**

A permit application has been received from Bartlett Brothers for a headstone in the Parish Council’s Canal Way cemetery. This was approved by all Councillors.

An email has been received from OCCH Engagement Team asking for feedback on their recent work in the Village, by 10th January 2025. Cllr Barrow will complete this on behalf of East Challow Parish Council. **[ACTION PB]**

166/24-25 Matters for future discussion.

None were raised.

167/24-25 To agree a list of items to be included in the next edition of Challow News

It was noted that the latest issue of Challow News covered both the months of December and January. Items for inclusion would be agreed at the January meeting for the February edition of Challow News.

168/24-25 To agree date of the next meeting: 8th January 2025

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

Signed Chair.....

Date.....