

# Notice of a Meeting of East Challow Parish Council

**Wednesday 11<sup>th</sup> June 2025 at 19:00, East Challow Village Hall**

All Councillors are summoned to a Meeting of East Challow Parish Council.  
Members of the public and press are invited to attend all council meetings.  
(Public Bodies (Admission to Meetings) Act 1960)

## AGENDA

### **Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)**

*This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.*

#### **1. To receive apologies for absence.**

#### **2. Declarations of Interests**

##### **2.1 To receive declarations of interest for items on this agenda**

*Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)*

#### **3. To approve the minutes of previous council meetings**

##### **3.1 Meeting held on 14th May 2025**

##### **3.2 Matters arising from the minutes not elsewhere on the agenda including actions.**

#### **4. Chairman's Announcements**

#### **5. Councillor Vacancy**

##### **5.1 To approve co option of 1 Councillor to fill the vacancy.**

##### **5.2 To complete the Declaration of acceptance of office form.**

#### **6. Staffing Matters**

##### **6.1 To ratify £84.00 for training attended by the Chair and Clerk.**

##### **6.2 To receive an update on the changes to the payment date for staff.**

##### **6.3 To ratify SLCC membership payments for 2025/2026 for the Clerk and RFO.**

#### **7. Finance 2024-2025**

##### **7.1 To note the reconciled bank accounts as of 31<sup>st</sup> March 2025**

##### **7.2 To approve the annual accounts for 2024/2025, including:**

Variances report

Reserves balance

Budget variations

Payments and Receipts Lists for the entire FY 2024/25

JS Smith

Clerk

4th June 2025

7.3 To receive the Internal Audit report, consider recommendations and agree actions.

7.4 To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2024 /2025

7.5 To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements 2024/2025

7.6 To approve the dates for the public rights of inspection 13<sup>th</sup> June 2025 – 24<sup>th</sup> July 2025, being 30 working days including the first 10 days of July.

7.7 To approve the CIL Report

7.8 To confirm approval of the Asset Register as of 31<sup>st</sup> March 2025.

7.9 To agree to redact the signatures on the AGAR for the website.

## **8. Finance 2025-2026**

8.1 To agree the May payments list paid in June 2025.

8.2 To note the May 2025 receipts.

8.3 To note the reconciled bank account as at 31<sup>st</sup> May 2025.

8.4 To receive information on the updating of the CO OP and Unity bank mandate.

8.5 To receive information and approve the opening of a savings account for the transfer of EMRs.

8.6 To receive an update on the missing Castle Water meter.

8.7 To confirm that the operational costs budget has been reduced by £300 and a new budget line has been entered on the 2025/2026 budget for meeting costs.

8.8 To receive an update regarding the payment of £295.82 paid to SSE on the 24/02/25 and note that a further bill has been received for £483.16.

8.9 RFO report.

## **9. Governance**

9.1 To approve and adopt the IT Policy for 2025/2026.

9.2 To confirm a personnel committee/working group.

## **10. To receive reports from District and County Councillors**

10.1 Oxfordshire County Councillor

10.2 Vale of White Horse District Councillor

## **11. Planning**

11.1 To approve responses to requests for consultation on applications

**P25/V0943/S73 Location:** Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Variation of condition 7 (Remediation) on planning application P23/V1784/O - phased approach to remediation proposed instead of entire site to allow development to start on phases that have been remediated (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.) **Response required by 14/06/25**

JS Smith

Clerk

4th June 2025

### 11.2 To note planning application

**P25/V0886/LDP Location:** The Royal British Legion Letcombe Hill East Challow Oxfordshire OX12 9RP

**Description:** This proposal involves the occasional operation of a mobile pizza van, on private land, with the full permission of the landowner (British Legion Challow). The trading will take place for fewer than 28 days per calendar year, in line with permitted development rights. The use is temporary, does not involve any permanent structures, and the van is removed after each session. Therefore, planning permission should not be required, and a Lawful Development Certificate is sought to confirm this. **No response required.**

**P25/V0599/FUL Location:**

1 Challow Marsh Cottages East Challow Wantage OX12 0ED

**Description:** Extension and conversion of stables building into a single storey self-build dwelling, including change of use of paddock land to residential garden (additional ecological information received 13 May 2025) (Resubmission of P22/V0283/FUL) **No response required**

**P25/V1081/DIS Location:** Mission Hall Main Street East Challow Wantage OX12 9SN

**Description:** Discharge of condition 4 (Ecology CMS) on application P24/V2329/FUL (Erection to form toilets to rear of hall) As this consultation coincides with a period of major IT work and some downtime (which is likely to be 24 May-2 June 2025) we have added 14 extra days for you to make your comments. **No response required**

**P25/V1085/DIS Location:** Former Airfield West of Grove To the West of Newlands Drive Land North of Denchworth Road Grove

**Description:** Discharge of condition 32 (Travel Plan Phase or Sub Phase) on application P17/V3130/FUL (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. As amended by description and additional information from agent/applicant dated 23/10/2012. **No response required**

## 12. Insurance 2025/2026

12.1 To confirm that the 2025/2026 insurance has been renewed.

12.2 To discuss the sum insured for the pavilion and confirm that this does not require adjustment.

## 13. Village and surrounding area

13.1 To confirm and ratify the cost of the defib battery.

13.2 To receive an update on the repairs to the Village Greens.

13.3 To receive an update on the maintenance work required on the new bench on the Village Green

13.4 To receive an update on the request for a dog poo bin between Cornhill Lane and Silver Lane.

13.5 To discuss the purchase and position of a Beware Children and Animals sign for the Childrey Way Bridlepath.

13.6 To discuss a pathway request on Common Land.

13.7 To ratify the cost of urgent repairs to the damaged barrier gate.

## 14. Noticeboards

14.1 To confirm a location for the new village notice board on Fuller's Grove. (Crest Nicholson site)

## **15. Village Hall**

15.1 To receive the Grant application from the Village Hall committee and approve the grant figure for 2025/2026

## **16. To discuss any matters arising from the Annual Parish Meeting.**

## **17. Standing Agenda Items, to receive update and agree actions.**

### 17.1 Parish Cemeteries

- To receive an update on the installation of the Vicarage Hill Cemetery notice board.
- To discuss the maintenance of the Vicarage Hill Cemetery hedge and consider a quote if necessary.

### 17.2 Allotments update

### 17.3 Traffic / Highways including

- Parking within the village.
- Speeding within the village
- Speed Indicator Displays (SID's) including an operational update.

### 17.4 Grounds Maintenance

### 17.5 Public Art

- To receive an update on the Public Art project.

### 17.6 Recreation Area

- To receive a report from the Pavilion Working Group.
- To receive an update on the electrical safety inspection check at the Pavilion.
- To receive an update on the purchase of the goal posts.
- To discuss the project to reclaim a 5-meter strip of football field.
- To receive an update on the wet pour project for the Play Area.
- To receive an update on the MUGA surface project.
- To receive a report following the visual play inspection checks.
- To receive an update on the access for emergency vehicles for the play area/recreation ground.

## **18. To receive Correspondence and agree actions or approve responses.**

## **19. Matters for future discussion.**

Conservation area

## **20. To agree a list of items to be included in the next edition of Challow News**

## **21. To agree date of the next meeting: 9<sup>th</sup> July 2025**