

Minutes of a Meeting of East Challow Parish Council
Held on Wednesday 14th May 2025 at 19:00, East Challow Village Hall

Public Session: No comment

Members Present:

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

Clerk	Jane Smith
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Public and press: 1 MoP.

Meeting started at 19:06

01/25-26 To elect the Council Chair for 2025/2026

Resolved: Cllr Bosley was unanimously voted as Chair of the Council for 2025-2026.

02/25-26 To complete declaration of acceptance of office form.

The declaration of acceptance form was duly signed by the Chair and the Clerk.

03/25-26 To elect the Council Vice Chair for 2025/2026

Resolved: Cllr Webb was unanimously voted as Vice Chair of the Council for 2025-2026.

04/25-26 To receive apologies for absence.

Cllr P Barrow

05/25-26 Declarations of Interests

05.1/25-26 To receive declarations of interest for items on this agenda.

Cllr V Bosley Village Hall Committee

Cllr I Crump Village Hall Committee

06/25-26 To approve the minutes of a previous council meeting.

06.1/25-26 Meeting held on 9th April 2025

It was agreed by all Councillors present that the minutes were an accurate record of the meeting.

Proposed by Cllr Hayes seconded by Cllr Crump. The minutes were signed at the end of the meeting.

Vanessa Bosley
 Chair of the Council

11th June 2025

06.2/25-26 Matters arising from the minutes not elsewhere on the agenda.

241.3/24-25 To discuss the damage on the grass verges in Windmill place and High View and the parked vehicles.

The vehicles parked at the junction of Windmill Place were discussed, the Parish Council have been in touch with residents regarding the parking and will maintain contact. The Clerk received an email from Highways Engagement informing the Council that if residents wanted to convert verges to hardstanding, they would have to obtain planning permission for dropped kerbs and fund such work themselves.

Resolved: The Clerk was asked to write to the parishioner who enquired about grass verges being changed to hardstanding. **[ACTION CLERK] The Clerk sent an email on the 10/04/25.**

246.2/24-25 Traffic/Highways including: The Clerk had received correspondence from Wantage Town Council reporting that they had hoped to extend the Wantage 20 mph speed limit to the boundary of East Challow so that it could include King Alfred's School, but because of the staggered boundary with East Challow they had been unable to achieve this. Wantage Town Council would fully support any extension to the 20mph limit on the A417 to the boundary with Wantage, if East Challow Parish Council wanted to seek this.

This was discussed, the Councillors acknowledged the staggered boundary and interpreted from this the road in front of King Alfred's School belonged to Wantage Town council. East Challow Parish Council would support Wantage if they chose to seek an extension to the Wantage 20mph speed limit to include King Alfred's school. The Clerk was asked to email Wantage Town council with a response. **[ACTION CLERK] The Clerk sent an email on 10/04/25**

Correspondence had been received providing information about Oxfordshire Wildlife Rescue including a request for donations. **Resolved:** it was unanimously agreed that East Challow Parish Council would like to give a donation of £100, the Clerk was unsure if there was any legal power to pay this donation, the Clerk was asked to check this. **The Clerk checked this with the OALC, the OALC advised that the Council do not have the legal power to pay this donation. This is from the Grant Policy "The Council can only award grants using certain legal powers and must be confident that any grant awarded will directly benefit those who live or work in East Challow."**

07/25-26 Chairman's Announcements

The Chair requested the approval of employee appraisal training for the Chair and Clerk at a cost of £84.00 being offered by the OALC on the 11th June 2025. The cost will be ratified at the June meeting.

Resolved: The Councillors unanimously approved this training.

The Chair informed the Council that Jenny Hannaby was now the County Councillor. Cllr Hannaby will be asked if she wishes to attend or provide a report for the monthly Parish Council meeting. The Council requested that a thank you card was sent to Councillor Constance for all the support given to East Challow Parish Council over her many years as County Councillor. The Chair will send this card on behalf of the Council. **[ACTION CHAIR]**

An inspection, as per the inspection schedule, was carried out on the defib, it was reported that this requires a battery (expires 07/2025) there is £200 in the 2025/2026 budget for this.

Resolved: It was unanimously agreed that the battery for the defib should be purchased to ensure that the defib remains in operation the cost will be ratified at the June meeting. **[ACTION CLERK AND CHAIR]**

08/25-26 To confirm all Committees and Committee members currently serving the Council.

The committees were confirmed as follows:

Pavilion & Recreation- Cllrs Bosley and Cllr Barrow

Finance- Cllrs Webb, Bosley, Gregson, Hayes, Clerk and RFO

Public Art- Cllrs Webb, Bosley, and Hayes

09/25-26 Councillor Vacancy

09.1/25-26 To approve co-option of 1 Councillor to fill the vacancy or to re advertise if necessary.

The Clerk and the Chair reported that there had been an enquiry for more information regarding the vacancy, but no offers had been received to fill the vacancy. It was agreed to readvertise this in Challow News and the notices would remain on the Village notice boards. **[ACTION CLERK].**

10/25-26 To approve 2025/2026 meeting dates

Resolved: The meeting dates were unanimously approved; the Clerk has confirmed these with the Village Hall Bookings Secretary.

11/25-26 Governance

11.1/25-26 To approve the complaints procedure for 2025/2026

Resolved: The Complaints procedure was approved with the updating of Standing Order 7 for use in 2025/2026

11.2/25-26 To approve the Information Requests Policy for 2025/2026.

Resolved: The Information Requests Policy was approved without amendment for use in 2025/2026.

11.3/25-26 To approve the Grants Policy.

Resolved: The Grants policy was approved without amendment for use in 2025/2026

11.4/25-26 To approve the Communications and Media Policy.

Resolved: The Communications and Media Policy was approved without amendment for use in 2025/2026.

11.5/25-26 To approve and adopt Model Standing Orders 2025/2026.

An updated version has been received from the NALC/OALC to further reflect changes to procurement legislation and to ensure consistency with the Financial Regulations. Other updates include Standing Order 14, the language in the document has also been changed and uses gender-neutral terms. The Clerk and the Chair have amended the Model Standing Orders to reflect the

procedures of East Challow Parish Council. This was circulated to all Councillors by email to allow reading before the meeting on 05/05/25.

Resolved: East Challow Parish Council Standing Orders 2025/2026 were approved for use.

11.6/25-26 To remind all Councillors to ensure Declaration of Interest forms are up to date.

The Clerk sent an email on 24/04/25 to all Councillors reminding them that this is a legal requirement. This was noted.

12/25-26 To discuss the arrangements for the Annual Parish Meeting and confirm the sending of invitations.

The invitation letters are being distributed, notices will go on the noticeboards. The Chair has offered to arrange refreshments. Cllr Crump will ensure that the APM is advertised on Facebook. The Clerk was asked to invite Jenny Hannaby County Councillor. **[ACTION IC and CLERK]**

13/25-26 Staffing Matters

13.1/25-26 To discuss the payment date for staff.

It was resolved at the meeting on the 9th April to keep the payment date the same, this being the day after the meeting. Minute Reference 235.1/24-25 has been bought back to the agenda as extra information has been received from the OALC.

The RFO has sought further advice on this matter and the OALC have given the Council advice on 2 ways that could be approved. A Basic months' pay would be paid at the end of the month, any additional hours and any adjustments would be processed a month in arrears. The other option is to change the payment date to the meeting date and staff would be paid two weeks in arrears and two weeks in advance.

Resolved: It was resolved unanimously to approve that staff would be paid a basic months' pay at the end of each month and any additional hours or adjustments would be processed a month in arrears. The Council requested that the RFO implement this for June staff pay and communicate with Cllr Webb (Finance) confirming the procedure and how the implementation would take place for June staff pay. **[ACTION RFO]**

14/25-26 Finance 2025-26

14.1/25-26 To agree the April payments paid in May 2025.

It was highlighted that the June Staff payments may contain an error of 10p, the Council requested that the RFO investigate this, also mark the payment for £895 as paid to Jeremy Hanham. It was requested that the RFO produce a new payments list to show these amendments and email all Councillors with the updated list.

Resolved: The remainder of the April payments paid in May were unanimously agreed. Additionally, £910 to RH Construction was unanimously approved to be paid before the June Meeting, this will appear on the payments list for the June meeting, marked as paid. The Council requested that the RFO makes this payment to RH Construction as soon as is possible. The Chair signed the payments

list as per East Challow Parish Council's Financial Regulations. **[ACTION RFO] The RFO amended the staff costs total by 10p and marked the £895 as paid.**

Total staff cost for April 2025				1,036.43				
All other payments:								
Voucher No.	Date	Bank	Supplier	Description	Method / reference	Net	VAT	Total
16	01/04/2025	Unity	Jeremy Hanham	grounds maintenance	Online	895.00	-	895.00
	14/05/2025	Co Op	Unity	internal transfer of funds	Online	10,000.00		10,000.00
5	30/04/2025	Unity	Clerk	expenses	Online	27.75	-	27.75
6	30/04/2025	Unity	Jeremy Hanham	grounds maintenance	Online	1,195.00	-	1,195.00
7	30/04/2025	Unity	Wise Gardening & Hedge	grounds maintenance	Online	1,170.00	-	1,170.00
8	21/04/2025	Co Op	Microsoft	licences	direct debit	30.90	6.18	37.08
13	05/04/2025	Co Op	Ionos	website	direct debit	18.00	3.60	21.60
14	04/04/2025	Co Op	Castle Water	allotment water	direct debit	7.56	1.51	9.07
9	06/05/2025	Unity	Open Spaces	subscription	Online	45.00	-	45.00
10	30/04/2025	Unity	Unity	bank charges	Online	6.00	-	6.00
15	08/05/2025	Unity	SLCC	RFO annual membership	Online	150.00	-	150.00
12	14/05/2025	Unity	HMRC	Late submission fees	Online	203.90	-	203.90
						Total	13,760.40	
April receipts								
Voucher No.	Date	Bank	Payer	Description	Payment Method	Total		
2	01/04/2025	Co Op	VOWHDC	Precept	online	28,317.50		
1	01/04/2025	Co Op	HMRC	VAT refund	online	3,122.60		
						Total	31,440.10	

14.2/25-26 To note the April 2025 receipts.

These were noted.

14.3/25-26 To note the reconciled bank account as of 30th April 2025.

Cllr Webb reported that she had not received the all-bank reconciliation before the meeting. The RFO was asked to clarify if the unrepresented payment should match the uncashed vouchers. The Council requested that the RFO email all Councillors with this clarification, once this has been confirmed then the reconciliation will be signed. **[ACTION RFO] It was confirmed by the RFO that unrepresented payments match uncashed vouchers, the reconciliation was signed by Cllr Webb.**

A	Bank Reconciliation at 30/04/2025			
	Cash in Hand 01/04/2025			117,395.83
	ADD Receipts 01/04/2025 - 30/04/2025			31,440.10
	SUBTRACT Payments 01/04/2025 - 30/04/2025			148,835.93
				3,391.35
	Cash in Hand 30/04/2025 (per Cash Book)			145,444.58
B	Cash in hand per Bank Statements			
	Petty Cash 30/04/2025	0.00		
	Cooperative 30/04/2025	95,467.06		
	Unity Trust 30/04/2025	52,600.32		
				148,067.38
	Less unrepresented payments			2,622.80
				145,444.58
	Plus unrepresented receipts			
	Adjusted Bank Balance			145,444.58
	A = B Checks out OK			

14.4/25-26 To receive information on updating of the CO OP and Unity bank mandate

The RFO has sent the signed form to make the changes to the Unity bank mandate a second time and hopes that this will be completed quickly. Information is being gathered to add Cllr Hayes to the CO Op bank mandate. Cllr Hayes requested that the RFO confirm what other information is required. The Council requested that the bank mandates were updated as soon as possible. **[ACTION RFO]**

14.5/25-26 To approve the opening of a Nationwide savings account for the transfer of EMR's.

The RFO has asked OALC if they could suggest any account providers, with who the RFO can check interest rates. The OALC have supplied a list of 3 additional for the RFO to look and compare to Nationwide. The RFO will bring this information to the June meeting. **[ACTION RFO]**

14.6/25-26 To receive and approve the updated Asset Register as at the 31/03/25.

The asset register was discussed, Councillors asked for confirmation that the whole total of the asset register should include the disposed of assets. The RFO was asked to clarify this as soon as possible by email to all Councillors, once this was clarified approval would be made by email and recorded on the June minutes. **[ACTION RFO]**

14.7/25-26 To approve changing the budget heading of the cemetery improvements EMR.

Resolved: It was unanimously agreed that the Cemetery improvements EMR was updated to Village improvements.

14.8/25-26 To receive and update on the missing Castle Water meter

The RFO reported that the call with Castle Water regarding the Missing meter has been closed without any resolution, so the RFO has reopened the call. The Council requested that the RFO progress this enquiry and report back at the June meeting. **[ACTION RFO]**

14.9/25-26 To receive an update on the AGAR.

The RFO sent the information required to the Internal Auditor on the 12/05/25. The Clerk has spoken with the Internal Auditor; it is hoped the Parish Council will have the Internal Audit report back by 23/05/25.

14.10/25-26 RFO report

The RFO reported as an update from the Meeting held on April 9th 2025;

Meeting costs – I feel we should reduce operating reserves by £300 and open a budget line in administration for meeting costs. This was unanimously approved. This will be confirmed at the June meeting.

Community day – As per the April meeting, minute reference 241.9/24-25 this can come from S137 money, budgeted for 25/26 under “grants (including S137)” could it come from that? The Council unanimously agreed that the £400 money approved at the April meeting for the Community Day should come from the money budgeted for grants under S137.

Community money – I have asked OALC if we can bank these funds and account for them as community money. The response it unless it is a council run event then we should not be handling the money, it should be the organisers only. This was noted.

Previously banked community money. There is £50 in the budget under community events, which I just used again for this budget. Could this be the money I was asked to look for please? The Council confirmed that yes this was the money and requested that the RFO search for another amount of £85 paid by cheque to the Council in March 2023.

One off cost for £50 Police commissioner meeting and meter for downloading data. I believe costs that total £86 can come from EMRs village improvement or as it is such a small value, operating reserves. This was not agreed as the expenditure is not confirmed.

It was requested that the RFO question the electricity bill paid on the 24/02/25 to SSE for £295.82. Cllr Gregson agreed to provide the RFO with dated photos of the meter readings. **[ACTION RFO AND AG]**

15/25-26 To receive a Land Registry update.

15.1/25-26 To confirm the updating of the address of the registered owner on the Land Registry records is complete.

277.4/24 To discuss the updating of the address of the registered owner on the Land Registry records.

The land Registry titles of the Village Hall and the car parks contain the address of a previous Clerk. The solicitor has said that it is was good practice to keep this address up to date, we can register up to 3 addresses which can include an email address. The Clerk asked the OALC advice, and they recommended to keep the documents up to date

Confirmation was received on the 11/04/25 from Horsey Lightly Solicitors that the two registrations for the change of address have been completed with the Land Registry. The two registrations for the Village Hall and the adjacent car parks are now registered with the Chair's address.

15.2/25-26 To receive an update on the registration of Parish Land.

277.3/24 To discuss the registration of other land owned by East Challow Parish council. From February 2024 minutes

During research for the Land Registration of the Village Hall and car parks, it has been found that the recreation ground owned by East Challow Parish Council is not registered with the Land Registry. The Clerk has received an estimate from Horsey Lightly Solicitors, for £500 plus VAT and disbursements subject to seeing the deeds and assessing the complexity of the title. The cost may increase this depends on the amount of searches that need to be made. Additionally, there will be a Land Registry registration fee which is calculated on the value of the land.

Resolved: *It was unanimously agreed that this land should be registered and a budget of a £1000 was unanimously agreed. This budget will include the monies that will be required for minute reference 277.4/24*

Horsey Lightly confirmed that the first registration for the Recreation Ground will take longer and will let the Parish Council know when they have an update.

16/25-26 To receive reports from District and County Councillors

16.1/25-26 Oxfordshire County Councillor

There was no report available.

16.2/25-26 Vale of the White Horse District Councillor

The report was received.

17/25-26 Planning**17.1/25-26 To approve responses to requests for consultation on applications**

P25/V0878/HH Location: The Bungalow Letcombe Hill East Challow Oxfordshire OX12 9RP

Description: Construction of garage **Response required by 17/05/25**

Resolved: A response was approved of no objections. The Parish Council will send an additional comment supporting the Environment Protection Team's comments regarding an unsuspected contaminated land condition.

17.2/25-26 To note Planning Applications

P25/V0701/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 15 (Biodiversity Metric) on application ref. P23/V1784/O (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.) **No response required.**

This was noted

P25/V0782/DIS Location:

Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 8 (Construction Traffic Management Plan (CTMP) on application ref. P23/V1784/O (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.) **No response required.**

This was noted

P25/V0783/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 10 (Sustainable Drainage Scheme) on application ref. P23/V1784/O (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.) **No response required.**

This was noted

P25/V0784/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 11 (Foul Drainage Scheme) on application ref. P23/V1784/O (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.)

No response required.

This was noted

P25/V0785/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 18 (Materials (Details & Samples) on application ref. P23/V1784/O (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.)

No response required.

This was noted

P25/V0934/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF **Description:** Discharge of condition 12 (Arboricultural Method Statement and Tree Protection Plan) on application P23/V1784/O (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.) **No response required.**

This was noted.

P25/V0931/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 13 (Landscape Management Plan) on application P23/1784/O (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.) **No response required.**

This was noted.

P25/V0932/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 14 (Construction Environmental Management Plan) on application P23/1784/O (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.) **No response required.**

This was noted.

P25/V0933/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 17 (Biodiversity Enhancements) on application P23/V1784/O (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.) **No response required.**

This was noted.

P25/V0935/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 9 (Community Employment Plan) on application P23/V1784/O (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.) **No response required.**

This was noted.

17.3/25-26 To note planning decisions

P25/V0289/HH Location: Fernbank Letcombe Hill East Challow Wantage OX12 9RP

Description: Proposed first floor extension to create home office above sunken garage (garage permitted by application P24/V0051/HH).**GRANTED**

This was noted

17.4/25-26 To ratify responses to requests for consultations on applications.

P25/V0715/FUL Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Proposed pumping station.

The Clerk requested an extension until the 15th May, the Planning department would only extend until the 12th May. The Clerk circulated to all Councillors to gain responses. A response was submitted by the Clerk on 10/05/25 of objects, with the following comment, *East Challow Parish Council objects to planning application P25/V0715/FUL due to the lack of information supplied. We have concerns and questions regarding the use of Wantage Treatment Works, this is known to be at capacity, why is the existing (albeit) dated filter bed treatment plant which belongs to the Business Park not being upgraded for use.*

Resolved: The response of objects was ratified unanimously.

18/25-26 Village and surrounding area

18.1/25-26 To discuss the progress on the creation of a Village Maintenance schedule.

This was circulated to all councillors before the meeting, Cllr Hayes was thanked for his work on this. Cllr Hayes reported that this was a draft annual maintenance schedule that would need updating during the quarterly village inspections.

18.2/25-26 To receive an update on the repairs to the Village Greens.

The Clerk has confirmed with the Farmer that he will be invoiced for the repairs to the Village Greens in order to recover the costs once works are completed. The Clerk is waiting for a date from RJR Tree Surgery. The Clerk was asked to prompt RJ Tree Surgery for a date. **[ACTION CLERK]**

18.3/25-26 To receive an update on the maintenance work required on the new bench for the Village Green and the levelling of the slabs.

The Clerk and Chair have met with RJR Tree Surgery and have arranged for the slabs to be taken up and the area in front of the seat to be reseeded. There will be a cost of £50. Cllr Gregson will investigate the maintenance work on the bench. **[ACTION AG]**

Resolved: The Cost of £50 was approved unanimously, this will be taken from the Village Improvements EMR.

18.4/25-26 To receive an update on the request for a dog poo bin between Cornhill Lane and Silver Lane.

No update was available. It was requested that Cllr Barrow progress this with West Challow Parish Council. **[ACTION PB]**

18.5/25-26 To discuss the purchase of a Beware Children and Animals sign for the Childrey Way Bridlepath.

It has been suggested that a sign be erected on a telegraph pole located on County Council land. The Clerk pointed out that permission may need to be obtained before this could happen. The Clerk was asked to email the Countryside access Officer to gain more information. **[ACTION CLERK]**

18.6/25-26 To receive an update on the Village Community Day 1st June 2025, which includes celebrating VE Day.

Flyers are being delivered. Event insurance will be arranged. Many activities have been planned to include community cricket. A fly past was offered by a Parishioner, this will be confirmed. The RBL have been asked for the use of the large hall as a rainy-day provision.

18.7/25-26 To discuss the poor state of the footpaths within the Village of East Challow.

The paths/pavements in the Village were discussed, it was noted that in some areas they are in a poor state, this will be discussed again once the current works to replace gas pipes has been completed.

18.8/25-26 To discuss being the host Council for an OCC flood scheme grant.

This was discussed it was agreed that as East Challow Parish Council had been the host council for the tourist guide for the 7 surrounding villages that another council should be asked to be host for the flood scheme grant. Cllr Barrow was asked to progress this with another Village which is affected by the flooding. **[ACTION PB]**

18.9/25-26 To confirm the next village inspection.

Resolved: The inspections were confirmed as follows;

2025

May (this has been rescheduled from April) Chair, Cllr Crump and the RFO will be invited.

July Cllr Webb and Assistant Clerk

October Chair and Clerk

2026

January Cllr Gregson

April Cllr Crump.

19/25-26 Noticeboards**19.1/25-26 To receive an update on contacting Crest Nicholson about the location of the adapted notice board.**

A discussion took place regarding the location of the noticeboard. Placing the noticeboard further into the estate was discussed, it was pointed out that this would not be seen by the residents walking past. The Chair will meet with a member of the resident's committee and discuss this further, a location near to the access of the Crest Nicholson site being preferred. **[ACTION CHAIR]**

20/25-26 Village Hall**20.1/25-26 To receive the Grant application from the Village Hall committee and approve the grant figure for 2025/2026.**

No grant application has been received from the Village Hall Committee; it was confirmed that this was mentioned at the last Village Hall meeting. Cllr Crump will remind the Village Hall Committee that it is time to apply for this grant. **[ACTION IC]**

21/25-26 To discuss the Neighbourhood Plan and possible updates for East Challow.

It was confirmed by OCC that preparing a joint neighbourhood plan with a neighbouring Parish would involve producing a new plan for a newly designated joint neighbourhood plan area. East Challow Parish Council would need to follow the full neighbourhood planning process as it had previously. East Challow's Current neighbourhood plan does not run out until 2031.

Additional advice had been received that the Joint Local Plan had not yet been adopted, this could make changes to the need for Neighbourhood Plans. It was recommended that the Parish Council join the Oxfordshire Neighbourhood Plan Alliance at a cost of £50 per year. The Chair will investigate this and report back at the next meeting. **[ACTION CHAIR]**

Resolved: It was unanimously agreed that East Challow would keep the current Neighbourhood Plan which is valid until 2031.

22/25-26 Insurance**22.1/25-26 To receive the insurance renewal from Clear Councils.**

Clear Councils have moved to Ecclesiastical from Aviva, this has brought a change of wording in the policy for example the Rollover phrase that is explained below. The Clerk has spent some time clarifying the policy wording. Additional information has been received from Clear Councils;

It is important to review these fully understand the additional conditions which apply to your policy.

- Motor No Claims Bonus protection is no longer available under this product.
- Cover for Data Breach Recovery is no longer available. We are, however, able to provide a separate Cyber quotation.
- Legal Expenses was previously included as a mandatory extension with Aviva Insurance. It is now included as an optional benefit under your Local Councils policy with Ecclesiastical Insurance Office plc and this element of cover can be removed if not required.

The use of rollover within the policy documents – We can confirm that this answer has been included this year as we have changed insurer and for ease of change over the current insurer is happy for questions to show as ‘rollover’. We can confirm that the clerk did offer to provide this information but at this renewal it is not necessary. We will require this information at some stage before the next renewal, however we can confirm that the use of ‘rollover’ does not affect the cover, and we will not cancel the policy at any stage because of this answer.

*Premium – We have applied a slight discount to the total premium this year, at a total of **£1,169.72** as per the attached documents. We can also confirm that if the council enter into a 3-year deal with Clear the revised premium would be a total of **£1,143.33**.*

This was noted.

22.2/25-26 To consider other insurance quotations.

Another quotation has been received, this company do not offer block insurance, it will need to be confirmed that the play equipment, street furniture, sports equipment and ground surfaces have the limit of insurance required- this company did work from the insurance schedule after the Mid-term adjustment with Clear Councils from last year. The premium for 2025/2026 is £1088.33.

The Clerk received another quotation for 2025/2026 with a premium of £1050.71.

The Clerk has endeavoured to obtain another quotation for insurance, but the company replied confirming their lowest premium would be too high for the Parish Council.

22.3/25-26 To approve and accept an insurance quotation to start on the 01/06/2025

Resolved: The insurance quotation from Clear Councils of £1,143.33 for a 3-year long term undertaking was unanimously approved. The renewal date for the insurance is the 1st June. This payment was approved to be paid before the meeting on June 11th. The Clerk was thanked for her work regarding insurance renewal quotations. **[ACTION RFO]**

23/25-26 Standing Agenda Items, to receive update and agree actions.

23.1/25-26 Parish Cemeteries.

To receive an update on the installation of the Vicarage Hill Cemetery notice board.

Cllr Crump has the noticeboard and will discuss the location with the Chair during the village inspection to be carried out this month.

The Chair raised concerns that the hedge on the right side of Vicarage Hill Cemetery (adjacent to the RBL) is covering the graves. It was agreed that the grounds maintenance contractor who maintains this area will be asked for advice and a quotation.

23.2/25-26 Traffic/Highways including:

Parking and speeding within the village including 20 mph implementation.

Parking difficulties in the Village have increased due to the current works taking place, inhibiting resident's use of their driveways. It was noted that Sarajac Avenue parking has caused difficulties for other drivers for some time.

It was noted that speeding in the village, particularly on the A417, passing through the Village has improved.

It was reported that the VAS on Main Street/A417, a legally binding sign was still reading 30 mph Cllr Gregson has emailed OCC to ask if this can be changed.

Speed Indicator Displays (SID') including an operational update.

The South and North SID are now working. The South SID is maintaining its charge. The North Sid is working and is being monitored to confirm if the battery is charging. There are still concerns that because the battery was flat for a prolonged period of time, it may have caused more extensive damage to the battery than previously thought. The North SID has been recalibrated to the 20mph limit. Cllr Gregson was thanked for his work on keeping the SID's working.

To confirm the insurance arrangements for the SID's

The following has been received from Clear Councils;

Good afternoon further to our recent telephone conversation, we can confirm that your new Speed Indicator Devices will fall under the street furniture section of the policy. You are currently insured for £30,000 under this section of the policy, if this now needs increasing, please let us know. If this limit is adequate to cover the new devices, then no amendments need to be made.

Please note that a £250 excess applies to this section of the policy. Cllr Gregson confirmed that Elan City had quoted £2,500 for a new SID.

Resolved: The Councillors resolved to keep the limit for street furniture at £30,000.

To agree a quotation of £591.41 including VAT for replacement batteries for the south SID and the north SID return and inspection

This was discussed, the quotation included replacement batteries for the south SID which were now not needed. The remaining £362.98 may be required to return and inspect the north SID.

Resolved: It was unanimously agreed to approve £362.98 to return, inspect and buy new batteries if required for the north SID. A new quotation would be required, as the RFO will be asked to produce a purchase order and will need an updated quotation in order to do this. The Councillors also unanimously agreed that if there were further costs for the north SID this would be discussed by email and a decision would be made on if these monies could be ratified at the June meeting.

To discuss the increase in earth moving vehicles on the A417.

The email has been sent to CCllr Bethia Thomas highlighting this issue.

23.3/25-26 Grounds Maintenance

The Clerk has received work schedules showing work to be carried out for the operational months.

To approve the purchase of 10 oak posts for the village greens.

Resolved: The purchase of 10 oak posts was unanimously approved this will come from the EMR for the oak posts of £500.

23.4/25-26 Public Art

To receive an update on the Public Art project.

There is no further update from the artist. The installation date will now be influenced by the removal of the site compound belonging to the contractors carrying out works in the village. Progress has been made with the time capsule, the school propose to start this is September. Cllr Hayes has provided the school with the details of the public art and a list of suggested contents from ECPC. The installation of the capsule is unlikely to be at the same time as the public art, so provision will be made in or adjacent to the foundation to accommodate it a later date.

23.5/25-26 Recreation Areas

To receive a report from the Pavilion Working Group.

A meeting of the Pavilion Working Group and Challow Sports took place on 12th May. Some of the points raised from the meeting, were, Challow Sports would like the football pitches treated to improve the pitch surface. In the future there may be a women's team from Challow Sports, they would require use of showers as per football rules. The Parish Council have said to Challow sports that the agreement states at no cost until January 2026. If more facilities are needed at the pavilion a cost may need to be put in place for the future.

To review the agreement with Challow Sports for the use of the recreation ground.

The proposed agreement which now includes the use of the pavilion and conditions pertaining to the use was circulated to all Councillors and Challow Sports before the meeting.

Resolved: The new agreement was unanimously approved; the Clerk was asked to get the agreement signed by Challow Sports. **[ACTION CLERK]**

To receive an update on the electrical safety inspection check at the pavilion.

Clear Council's insurance renewal details requested if an electrical inspection carried out within the last 5 years by a NICEIC/ECA/NAPIT contractor which has resulted in a satisfactory grade. This information has been passed onto Challow Sports, they have confirmed that the pavilion is not being used until this inspection is completed.

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

The toilet cistern has now been installed and is in working order, Challow Sports were thanked for these works.

To confirm the installation of the doors at the pavilion and ratify the cost of the shed doors.

The doors have now installed on the pavilion by RH Construction, a revised quotation for £910 has been received this is a reduction from the original quotation of £1075, due to less hours being required for installation. RH Construction would like it noted that the doors that were purchased for installation by Challow Sports are of a good quality, but their main use would be for internal use and

they should be painted as soon as possible to prevent water ingress. Challow Sports have confirmed that the shed doors were purchased from the grant monies given by East Challow Parish Council.

To confirm the purchase of the goalposts.

From December 2024 minutes 164.5/24-25 Recreation Areas approve quotations for the purchase of new goalposts for the recreation ground.

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.

Resolved: The Parish Council unanimously confirmed the purchase of the goalposts as per the minute approval above. The Assistant Clerk was asked to progress this and provide the RFO with the correct paperwork to raise the order. **[ACTION ASSISTANT CLERK]**

To discuss the project to reclaim a 5-meter strip of football field

A quotation has been received to further reclaim this land for £1878.00, the Clerk pointed out that another 2 quotations would be required to adhere to the Parish Council's financial regulations. Cllr Barrow was asked to progress this in collaboration with the Clerk. **[ACTION PB AND CLERK]**

To receive an update on the wet pour quotations for the Play Area.

Wicksteed have been in contact and a date for a site meeting is now being arranged, it is hoped that the works will be completed soon.

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

To receive an update on the MUGA surface project.

Sports Courts have confirmed that the remainder of the works will be carried out on Wednesday 21st May, this will result in the court being closed to allow the surface to dry.

To receive a report following the visual play inspection checks and discuss the frequency of these inspections during the summer months.

Cllr Hayes has carried out a quarterly play inspection check the following actions have been passed onto the Litter Warden.

Apply wood preserver to timber horizontal beams on multiplay.

Use Hammerite or similar to treat rust on frames of both junior and toddler swings

Frequency of inspections was discussed the Clerk reported that from the Special Events information received from Clear Councils it states that

In respect of all playground equipment and other amusement devices the Insured must

a) Inspect all playground and amusement devices at least every seven days. Any damage or defect must be rectified as soon as possible. Defective equipment which is a risk to health and safety must be taken out of use immediately and repaired as soon as possible.

Resolved: The Councillors unanimously agreed that the play equipment should be inspected every 7 days throughout the whole year. The Clerk was asked to confirm this with the Litter Warden.

[ACTION CLERK]

To discuss weekly checks of the pavilion.

Clear Councils supplied the following information: Inspection of buildings every 7 days – *This refers to an 'unoccupied' premises, one for example has been vacant for more than 30 consecutive days. This would not apply to the pavilion, and we wouldn't expect you to inspect the building every 7 days.* The Clerk suggested adding the inspection of the pavilion to the quarterly Village Inspection.

Resolved: It was approved unanimously that the pavilion would be checked as part of the quarterly Village Inspection. The Clerk was asked to add to the inspection template. **[ACTION CLERK]**

To receive an update on the access for Emergency vehicles for the Play/recreation area.

A quote for £1620.00 had been received for clearing undergrowth in Cornhill Lane. The Council decided that clarification of ownership and responsibility needs to be obtained. It was agreed that advice should be requested from the PCSO on the emergency access for the recreation area.

[ACTION PB]

24/25-26 To receive Correspondence and agree actions or approve responses.

Correspondence had been received from a parishioner regarding dead squirrels in East Challow. The Clerk contacted Environmental Health at the Vale to report this and received a reply stating that they could not investigate this matter any further. They suggested the squirrels had taken rat poison from a garden. It was suggested contacting the RSPCA or the police if this continued. The Clerk communicated this to the parishioner.

Correspondence has been received regarding the launch of a new grant funding package to support community transport provision, the deadline for applications is 11th July 2025. This was noted. The Council requested that the Clerk send this to Cllr Barrow.

Correspondence has been received regarding the opening of the SSEN communities fund, the deadline for applications is 25th June 2025. This was noted and the Clerk was requested to forward to Cllr Crump.

Correspondence has been received from a Parishioner regarding the installation of a safety mirror on the A417. The parishioner has been informed that any request for such an installation should come from the Parish Council.

The Clerk contacted OCC and has received the following from Highways Engagement.

Oxfordshire County Council (OCC) generally does not provide or support the use of road mirrors on the highway. They state that they do not supply or agree to the erection of mirrors on public highways for which we are the highway authority.

The image they provide can be misleading in terms of vehicle speed and distance giving drivers a false sense of security, potentially leading to vehicles emerging injudiciously. They are prone to vandalism, fogging in poor atmospheric conditions and glare from the sun or car headlights.

- **Potential Safety Risks:** OCC believes that mirrors could potentially increase safety risks rather than improve them.
- **Not a Standard Practice:** The county council does not consider them a standard road safety measure.

The Clerk was asked to email the Parishioner passing on the information received by OCC and explain the Parish Council do not feel they could make this request. **[ACTION CLERK]**

Correspondence has been received from South and Vale District Councils Active Communities Team regarding the delivery of Active Buggies sessions. They have requested to run a class on the recreation ground in East Challow. The Council unanimously agreed that this could take place on the recreation ground for 4 -6 weeks commencing 5th or the 12th June. Insurance documents and a risk assessment would be required. The Clerk was asked to respond to the Active communities Team.

[ACTION CLERK]

25/25-26 Matters for future discussion.

Defib and resuscitation training for the Village.

26/25-26 To agree a list of items to be included in the next edition of Challow News

Councillor vacancy, parking

27/25-26 To agree date of the next meeting: 11th June 2025

There was no further business transacted, the Chairman closed the meeting at 22:25

Signed Chair.....

Date.....