

Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 11th June 2025 at 19:00, East Challow Village Hall

Public Session: The installation of a safety mirror on Parish land adjacent to the A417 was requested. The Parish Council will seek further advice on this matter.

A pathway request on Common Land was raised this is resolved in minute reference 40.6 /25-26.

Members Present:

Chair	Cllr V A Bosley (VB)
Vice Chair	Cllr F Webb (FW)
Members	Cllr T Hayes (TH)
	Cllr A Gregson (AG) Arrived 19:20
	Cllr I Crump (IC)
	Cllr B Golden (BG) co opted at this meeting.
Clerk	Jane Smith
RFO	Laura Pike left the meeting at 20:35

Public and press: 4 MoP.

Meeting started at 19:05

28/25-26 To receive apologies for absence.

Cllr P Barrow

29/25-26 Declarations of Interests

29.1/25-26 To receive declarations of interest for items on this agenda.

Cllr V Bosley Village Hall Committee

Cllr I Crump Village Hall Committee

30/25-26 To approve the minutes of a previous council meeting.

30.1/25-26 Meeting held on 14th May 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.

30.2/25-26 Matters arising from the minutes not elsewhere on the agenda.

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]** *The agreement is signed and filed.*

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] *Active Buggies sessions will be –*

Thursday 12 June 10.30am – 11.15am

Thursday 19 June 10.30am – 11.15am

Thursday 26 June 10.30am – 11.15am

Thursday 3 July 10.30am – 11.15am

Thursday 10 July 10.30am – 11.15am

Public Liability insurance and a risk assessment has been received.

31/25-26 Chairman's Announcements

There were None.

32/25-26 Councillor Vacancy

32.1/25-26 To approve co-option of 1 Councillor to fill the vacancy or to re advertise if necessary.

Resolved: The vote was unanimous to co -opt Mr Beau Golden.

32.2/25-26 To complete the Declaration of acceptance of office form.

Cllr Golden signed the Declaration of Acceptance of Office form; this was then signed by the Clerk.

Cllr Golden joined the meeting as a Councillor.

33/25-26 Staffing Matters

33.1/25-26 To ratify £84.00 for training attended by the Chair and the Clerk.

From May minutes- 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.*

Resolved: The expenditure as per the minute reference above was ratified unanimously.

33.2/25-26 To receive an update on the changes to the payment date for staff.

Wages will now be paid on a pro-rata monthly basis. A basic months' pay has been calculated for each member of staff, with advice from the OALC. This amount will be approved at each Council meeting and authorised along with other payments; it will not be paid into staff bank accounts until the last day of the month. Any additional hours for periods of high workload will be paid the following month. Each instalment will include payment for the calendar month in which payment is made.

From May 14th Minutes

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]

33.3/25-26 To ratify SLCC membership payments for 2025/2026 for the Clerk and RFO.

Resolved: The membership payments of £150 for the Clerk and £75 for the RFO were ratified unanimously.

34/25-26 Finance 2024-25

34.1/25-26 To note the reconciled bank accounts as of 31st March 2025

It was noted that there was 1p difference between the reconciled bank account on the 31/03/25 and the reserves figure at the same date. The Clerk and RFO having checked the figures, have sought advice from the OALC on this difference, the OALC advise that although this is not a material difference, but this will be picked up by the External Auditor. They have suggested this could be a glitch in the accounting system. The Council asked the Clerk to pass this information onto the External Auditor when submitting the AGAR.

Resolved: The reconciled accounts as of 31st March 2025 were noted.

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		108,210.86
	ADD Receipts 01/04/2024 - 31/03/2025		149,768.66
	SUBTRACT Payments 01/04/2024 - 31/03/2025		257,979.52 140,583.68
	Cash in Hand 31/03/2025 (per Cash Book)		117,395.84
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Cooperative 31/03/2025	64,094.71	
	Unity Trust 31/03/2025	55,279.26	
			119,373.97
	Less unrepresented payments		1,978.13
			117,395.84
	Plus unrepresented receipts		
B	Adjusted Bank Balance		117,395.84
	A = B Checks out OK		

34.2/25-26 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

Resolved: The 4 reports were unanimously approved. The Council requested that some information should be removed for the payments list FY 2024/25 to meet GDPR requirements before it is uploaded to the website. **[ACTION RFO]**

34.3/25-26 To receive the Internal Audit report, consider recommendations and agree actions.

Resolved: The Council received the report and noted there were no recommendations. the best practice point was discussed about having a .gov.uk website rather than a .co.uk website. The Clerk was asked to gather information about changing to a.gov.uk website, this will be discussed again at another meeting. **[ACTION CLERK]**

34.4/25-26 To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 "Annual Governance Statement" 2024 /2025

Resolved: The Governance Statements were unanimously approved ticking yes for all items and it was duly signed by the Clerk and Chair.

34.5/25-26 To approve the Annual Governance and Accountability Return (AGAR) Section 2 "Accounting Statements 2024/2025

Resolved: The Accounting Statements were unanimously approved, and it was duly signed by the Chair.

34.6/25-26 To approve the dates for the public rights of inspection: 13th June 2025 – 24th July 2025, being 30 working days including the first 10 days of July.

Resolved: unanimously approved, dates of 13th June 2025 -24th July 2025, the RFO to sign and notices to be posted tomorrow 12th June 2025 on the 2 village notice boards and the website.

34.7/25-26 To approve the CIL Report

Resolved: The CIL report was unanimously approved, the RFO will send to VoWHDC. **[ACTION RFO]**

34.8/25-26 To confirm approval of the Asset Register as of 31st March 2025.

Resolved: The Asset Register was unanimously approved total £136,455.82 this is the active total.

34.9/25-26 To agree to redact the signatures on the AGAR for the website.

Resolved: It was unanimously agreed to redact the signature on the AGAR for the website.

35/25-26 Finance 2025-26**35.1/25-26 To agree the May payments paid in June 2025.**

Resolved: The May payments paid in June were unanimously agreed. It was noted that there were 2 sets of staff payments this is due to the change in payroll procedure as per minute reference 33.2/25-26.

In addition, the Wicksteed invoice for £11,004.22, including VAT (for the 3 wet pour surfaces in the play area) was approved for payment before the meeting on the 09/07/25, this invoice has not yet been received, the work has been completed. It was noted that the Wicksteed invoice will wait to be paid as they have agreed to reduce the invoice to reflect some repairs that the Parish Council had to make to the receiving post of the barrier gate. The OALC invoice for £84.00 for training and the invoice for the defib replacement battery at a cost of £270 including VAT, was also approved to be paid before the next meeting on the 09/07/25. These payments will appear on the July payments list as paid. The Chair signed the payments list as per East Challow Parish Council's Financial Regulations.
[ACTION RFO]

35.2/25-26 To note the May 2025 receipts.

These were noted.

Total staff cost for May 2025 1,195.28
Total staff costs for June 2025 1,206.99

All other payments:

Voucher No.	Date	Bank	Supplier	Description	Method / reference	Net	VAT	Total	
28	11/05/2025	Unity	R,H Construction	install new doors	online	910.00	-	910.00	paid
29	31/05/2025	Unity	Clear Councils	insurance	online	1,143.33	-	1,143.33	paid
18	11/06/2025	Unity	Chair	expenses	cheque	39.25	-	39.25	
20	22/05/2025	Unity	Bridget Knight	Internal audit fees	online	300.00	-	300.00	
21	31/05/2025	Unity	Jeremy Hanham	grounds maintenance	online	1,095.00	-	1,095.00	
22	21/05/2025	Co Op	Microsoft	licences	direct debit	30.90	6.18	37.08	
23	19/05/2025	Unity	RJR tree surgery	grounds maintenance	online	475.00	95.00	570.00	
24	02/06/2025	Unity	SLCC	Clerk annual membership	online	150.00	-	150.00	
25	31/05/2025	Unity	Unity	bank fees	online	6.00	-	6.00	
26	29/08/2025	Unity	Adam Wise	grounds maintenance	online	1,670.00	-	1,670.00	
27	21/08/2025	Co Op	Ionos	Website	direct debit	18.50	3.70	22.20	
Total								5,942.86	

May receipts

Voucher No.	Date	Bank	Payer	Description	Payment Method	Total
	16/05/2025	Co Op	Funeral director	internment	online	462.00
	28/05/2025	Co Op	Funeral director	internment	online	239.50
Total						701.50

35.3/25-26 To note the reconciled bank account as of 31st May 2025.

This was noted and the reconciliation was signed by Cllr Webb.

A	Bank Reconciliation at 31/05/2025		
	Cash in Hand 01/04/2025		117,395.83
	ADD Receipts 01/04/2025 - 31/05/2025		32,141.60
	SUBTRACT Payments 01/04/2025 - 31/05/2025		149,537.43 10,256.44
	Cash in Hand 31/05/2025 (per Cash Book)		139,280.99
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2025	0.00	
	Cooperative 31/05/2025	86,109.28	
	Unity Trust 31/05/2025	56,770.51	
			142,879.79
	Less unrepresented payments		3,598.80
			139,280.99
	Plus unrepresented receipts		
	Adjusted Bank Balance		139,280.99
	A = B Checks out OK		

35.4/25-26 To receive information on updating of the CO OP and Unity bank mandate

The RFO has prioritised the work on the AGAR, the RFO will continue to progress the updating of the bank mandates **[ACTION RFO]**

35.5/25-26 To receive information on the opening of a Nationwide savings account for the transfer of EMR's.

The RFO will progress this and will bring information to the July meeting. **[ACTION RFO]**

35.6/25-26 To receive and update on the missing Castle Water meter

The Council received information from Castle Water on the location of the water meter, they advised it is located on Hedge Hill Road. The Chair has investigated and cannot locate this meter. The RFO was asked to request a site meeting with Castle Water to locate the meter. **[ACTION RFO]**

35.7/25-26 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.

The RFO confirmed these changes have been made.

35.8/25-26 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.

The bills were noted by the Council. Cllr Gregson will supply dated meter readings to the RFO and these will be submitted as soon as is possible. **[ACTION AG/RFO]**

35.9/25-26 RFO report

There was nothing else to report.

36/25-26 Governance**36.1/25-26 To approve and adopt the IT policy for 2025/2026.**

Resolved: The IT Policy was adopted and approved for use in 2025/2026. A Cllr enquired if The Council should adopt a cyber policy, the Clerk was asked to investigate this. **[ACTION CLERK]**

36.2/25-26 To approve a Personnel Committee

Resolved: The Personnel Committee will consist of the Cllr Bosley and Cllr Webb; another Councillor will be required. The terms of reference will be approved at the July meeting.

37/25-26 To receive reports from District and County Councillors**37.1/25-26 Oxfordshire County Councillor**

There was no report available.

37.2/25-26 Vale of the White Horse District Councillor

The report was received. Cllr Crump added that the Flood resilience meeting held on the 10th June provided all that attended with information to consider. The Group continue to put pressure onto OCC to resolve flooding issues in the area.

38/25-26 Planning**38.1/25-26 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**

Resolved: A response of no objections was unanimously approved.

38.2/25-26 To note Planning Applications

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.**

This was noted

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)

This was noted

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**

This was noted.

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**

This was noted.

39/25-26 Insurance 2025/2026

39.1/25-26 To confirm that the 2025/2026 insurance has been renewed.

Received from Clear Councils 02/06/25

I can confirm that from 1st June 2025 cover has been renewed for a further 12 months.

Payment of £1,143.33 has been received on 19th May 2025 and this is all now paid up.

The Clerk confirmed that the Insurance renewal premium has been received by Clear Councils for 2025/2026. This was noted.

39.2/25-26 To discuss the sum insured for the pavilion and confirm that this does not require adjustment.

The Clerk reported that the current values for the pavilion were sum insured £88,419 declared value £73,683.

Resolved: The Council confirmed the sum insured was adequate and does not require adjustment at the moment, the Council unanimously resolved to review the pavilion sum insured figures with the policy renewal in 2026.

40/25-26 Village and surrounding area

40.1/25-26 To confirm and ratify the cost of the defib battery.

The new replacement battery has now been fitted.

Resolved: The sum of £270 including VAT was ratified unanimously.

40.2/25-26 To receive an update on the repairs to the Village Greens.

The repairs on the Village Greens were completed on Monday 19th May, the invoice has been received, and the Clerk has asked the RFO to reclaim the monies back from the Farmer. **[ACTION RFO]** It was reported that the grass seed has not germinated on the repaired areas. Cllr Gregson has spoken with the contractor and has been informed that the seed will eventually germinate, this is due to the exceptionally dry spring, the area has been watered by the Chair.

40.3/25-26 To receive an update on the maintenance work required on the new bench on the Village Green.

Cllr Gregson has requested a quotation for these repairs.

40.4/25-26 To receive an update on the request for a dog poo bin between Cornhill Lane and Silver Lane.

No update was available.

40.5/25-26 To discuss the purchase of a Beware Children and Animals sign for the Childrey Way Bridlepath.

The Clerk emailed the Countryside access Officer to ask if the sign could be erected on a telegraph pole located on County Council land. The following response was received from Highways *Unfortunately, despite there already being a "beware school" sign on the utilities pole, we cannot grant permission for the new sign to be erected. The reason for this is that the pole is not under our ownership, and thus we do not have the authority to approve the installation of additional signage.* The Chair will further discuss with the Parishioner who requested the sign another area of Parish Council land will be considered.

40.6/25-26 To discuss a pathway request on Common Land.

The Common Land CL98 is registered under the Common Land Act 1965, as there is no known owner, the Parish Council legally acts as it's protector and custodian. A resident has requested a foot path from the curtilage of their property across the Common Land CL98.

Resolved: The Council resolved to install a discreet pathway on the Common Land CL98, this will be at the cost of the Parish Council, as the custodians of the Village Common Land and are responsible for maintaining these areas. The Parishioner was thanked for her offer of a donation towards the work. This may confer rights to the land in the future so was therefore refused. The Clerk was asked to obtain quotations for the installation of the path and bring to the next meeting. **[ACTION CLERK]**

40.7/25-26 To ratify the cost of urgent repairs to the damaged barrier gate.

During the wet pour installation, on Monday 2nd June, damage was done to the receiving post for the car park barrier gate, resulting in the gate not being able to be closed. Wicksteed have acknowledged that this was a delivery driver delivering materials and have offered to meet the repair cost, by reducing the invoice total. The Chair and Clerk judged this as necessary expenditure

as per the financial regulations. The barrier gate post was repaired on Thursday 5th June, the Council are awaiting confirmation of the cost of repairs.

41/25-26 Noticeboards

41.1/25-26 To confirm a location for the new village notice board on Fuller's Grove. (Crest Nicholson site)

At a site meeting it was proposed that the notice board was placed further inside Fullers Grove. Contractors would be asked to quote for installation

Resolved: It was unanimously approved that the noticeboard would be located within the Fullers' Grove estate. Quotations will be obtained for installation. **[ACTION CLERK/CHAIR]**

42/25-26 Village Hall

42.1/25-26 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 they need to officially apply for this grant. **[ACTION IC]**

43/25-26 To discuss any matters arising from the Annual Parish Meeting.

There were no matters arising from this meeting, a parishioner did ask how the meeting was advertised, it was confirmed that notices were on the noticeboards, the meeting had been advertised on East Challow resident's Facebook page and advertised in the Challow News.

44/25-26 Standing Agenda Items, to receive update and agree actions.

44.1/25-26 Parish Cemeteries.

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

This is being progressed, a location has been decided and the post has been purchased.

To discuss the maintenance of the Vicarage Hill Cemetery hedge and consider a quote if necessary.

Cllr Crump reported that the hedgerow was overly mature, although efforts had been made to cut this back, the hedge still encroaches on some graves. It was recommended that quotes were obtained to remove and replace with an evergreen Laurel hedge to provide screening and would be easier to maintain. **Resolved:** The Council resolved to bring this back to the October agenda so that this project could be considered in the budget for 2026/2027.

44.2/25-26 Allotments update

Cllr Webb reported that all fees are now paid. There were 2 starter plots available that were very overgrown. It was also reported that there are several allotments that are rented but untended, a note would go out with the invoices later this year, highlighting the need to tend the allotments. Cllr Webb will ask the RFO to update the allotment information in readiness for the invoices to be sent out. **[ACTION FW/RFO]**

44.3/25-26 Traffic/Highways including:

Parking within the village.

A parishioner has reported the difficulties accessing and exiting Sarajac Ave, caused by thoughtless parking, the Clerk was asked to put this in Challow News.

Speeding within the Village

There has been a noticeable increase in speeding of late, possibly due to the SIDs not being in operation, the Council agreed the SIDs need to be repaired as quickly as possible.

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

Cllr Gregson reported that both SID's after being vandalised, are not charging and are not operational, the batteries do not hold their charge Both SID's need to be returned to the manufacturer for overhaul. A quotation has been received for £392.00 excluding VAT for return and overhaul of both SIDs. It was noted that the quotation address was incorrect and would need to be changed for the invoice to be paid.

From May 14th minutes 23.2/25-26 Traffic/Highways including:

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.

Resolved: The Council resolved to agree an additional £30.98 to the total already agreed in minute reference 23.2/25-26. They also resolved to set a budget of a further £200 for any further works that maybe required to get the SID's back into working order. Cllr Gregson will return the SID's assisted by Cllr Golden. This expenditure will come from the Village improvements EMR. **[ACTION AG/BG]**

44.4/25-26 Grounds Maintenance

Concerns were reported that some of the areas on the recreation ground were becoming overgrown, the Chair requested a meeting with the Grounds maintenance contractor to discuss.

44.5/25-26 Public Art

To receive an update on the Public Art project.

Cllr Hayes reported that the artist has made the full-scale drawing from the initial sketch, ready to transfer to the timber. He hopes to make further progress in July/August.

44.6/25-26 Recreation Areas

To receive a report from the Pavilion Working Group.

There was nothing to report the next meeting is planned for 7th July 2025.

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.

There is no update on the electrical safety inspection, this will be discussed at the meeting planned on the 7th July 2025.

To receive an update on the purchase of the goalposts.

The Assistant Clerk has made further efforts to progress the goal post replacement project via the Football Foundation. Due to access issues with the original account, a new one had to be registered. A confirmation was received stating that the organisation is under verification, but no further updates have been provided, despite assurances at the last Pavilion meeting that the Football Foundation would make contact. The Assistant Clerk remains hopeful for progress soon.

The quote from Mark Harrod (£4,600), covering replacement of the current goal posts and installation of three new sets, was approved at the ECPC meeting. The quote was originally valid until April 2025 and has since been extended to the end of May 2025. The Council is required to purchase the equipment upfront and then reclaim 75% of the cost through a Football Foundation grant.

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

There was no update on this project, it was noted that there are areas within the 5m strip that need to be mown. The contractor will be asked to make sure they mow to the edge of the field.

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

All 3 wet pours have been replaced. At the request of the Council, Wicksteed also reattached sections of existing surfacing that had begun to lift — this additional remedial work was carried out free of charge. Wicksteed advised that the wet pour around the multiplay is cracking in several areas and will need to be replaced/overlaid in the near future. The Clerk was informed by the wet pour company that a 15mm overlay would be adequate to cover the cracking if the job was not left too long to be completed. It was agreed to ask the Assistant Clerk to obtain a quotation from Wicksteed for replacement, the RFO would be asked to consider this in the budget for 2026/2027.

[ACTION RFO/ASSISTANT CLERK]

To receive an update on the MUGA surface project.

Unfortunately, the planned date for works of 21st May was too wet for the works to take place. Sports Courts has completed the initial phase of work, which included cleaning and preparing the surface. However, the last stage remains unfinished. The company has stated that at least two consecutive dry days are needed to complete the work, they have confirmed that they will attend to complete the works on the 30/06/25, if the weather allows.

To receive a report following the visual play inspection checks.

The Litter Warden has submitted the reports and there are no problems to report. The Litter warden is waiting for Wicksteed to advise on the use of paint for the swings, the preservative to treat he timber on the multiplay and the instructions for greasing the bearing.

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

It was agreed that advice should be requested from the PCSO/ or another professional on the emergency access for the recreation area. **[ACTION CHAIR]**

A motion without notice was passed to extend the meeting until 10.15

45/25-26 To receive Correspondence and agree actions or approve responses.

Further correspondence has been received regarding the installation of a safety mirror along the A417, on land owned by the Parish Council. Oxfordshire County Council (OCC) had previously stated that it does not provide or support the use of mirrors on the highway as it considers there are potential risk and safety issues. Councillors had concerns regarding the legal implications of giving permission to install a mirror on its land in the light of OCC's comments. It was decided to seek legal advice on this matter.

Correspondence has been received from the OALC confirming the 2025 'Talking Tables' Training Day for Clerks and Councils in Oxfordshire will take place on the 18th July 2025. This year's theme will be Resilience. This was noted.

Correspondence has been received confirming that the VWHDC Climate Action Fund is open. Cllr Crump will look into this.

Correspondence has been received regarding the possible difficulties for a larger bus driving through East Challow. This was discussed the Clerk was asked to respond to the enquirer and offer a site meeting to discuss this further. **[ACTION CLERK]**

Correspondence has been received regarding the launch of the two-unitary Council proposal for Oxfordshire and West Berkshire. There are engagement events planned for June in Didcot and Faringdon, these will be published on the East Challow Resident's Facebook page. **[ACTION IC]**

Correspondence has been received from the Police Community Support Officer regarding a survey and have your say roadshow. The Clerk was asked to send this to Cllr Barrow to progress.

Correspondence has been received regarding a consultation on part-night lighting and street lighting policy. This was noted, it was agreed that this should be included in our Challow News submission.

46/25-26 Matters for future discussion.

Conservation area, Common Land policy

47/25-26 To agree a list of items to be included in the next edition of Challow News

Let's rethink bulky waste

Parking difficulties

Part-night lighting consultation.

48/25-26 To agree date of the next meeting: 9th July 2025

There was no further business transacted, the Chairman closed the meeting at 22.10

Signed Chair.....

Date.....