

**Minutes of a Meeting of East Challow Parish Council**  
**Held on Wednesday 9th July 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 P Barrow (PB)

Clerk	Jane Smith
RFO	Laura Pike (left meeting 20:00)

**Public and press:** None Present

**Meeting started at 19:06**

**49/25-26 To receive apologies for absence.**

Cllr B Golden  
 Cllr I Crump  
 CCllr Jenny Hannaby

**50/25-26 Declarations of Interests**

**50.1/25-26 To receive declarations of interest for items on this agenda.**

Cllr V Bosley Village Hall Committee  
 Cllr P Barrow District Councillor

**51/25-26 To approve the minutes of a previous council meeting.**

**51.1/25-26 Meeting held on 11<sup>th</sup> June 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 Gregson. The minutes were signed at the end of the meeting.

**51.2/25-26 Matters arising from the minutes not elsewhere on the agenda.**

**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 19<sup>th</sup> May, the invoice has been received, and the Clerk has asked the RFO to reclaim the monies back from the Farmer. **[ACTION RFO]** *RFO sent the invoice on 17/06/25, the RFO has confirmed that the money has been received from the Farmer.*

**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]** *The Assistant Clerk has requested a quotation.*

**52/25-26 Chairman's Announcements**

The Chair reported that the Clerk had received 2 planning applications in the last 2 days that would need a response by 29<sup>th</sup> July. The OALC have advised that an extra ordinary meeting will need to be called to discuss these applications. A provisional date has been set for Wednesday 23<sup>rd</sup> July @ 7.00pm, the location is to be confirmed, the Chair will check if the Village Hall is available. **[ACTION CHAIR.]**

**53/25-26 Staffing Matters**

**53.1/25-26 To agree changing the job title of the litter Warden to Environmental Warden.**

**Resolved:** All Councillors unanimously agreed to change the job title of the Litter Warden to Environmental Warden, to better reflect the jobs being undertaken.

**54/25-26 Finance 2025-26**

**54.1/25-26 To agree the June payments paid in July 2025.**

**Resolved:** The June payments paid in July were unanimously agreed. In addition, £158.00 excluding VAT was approved to be paid to Play Safety for the Play area inspection that will take place on the 15<sup>th</sup> of July. It was agreed when the invoice is received it will be paid before the Parish Council meeting on 10<sup>th</sup> September and go on the September meeting payments list as paid. The £158 will come from the budget for play area maintenance and inspection. The Chair signed the June payments list as per East Challow Parish Council's Financial Regulations.

Total staff costs for July 2025

1,320.54

All other payments:

Voucher No.	Date	Bank	Supplier	Description	Method / reference	Net	VAT	Total	
37	14/05/2025	Unity	OALC	training	Online	70.00	14.00	84.00	paid
30	26/06/2025	Unity	Wicksteed	Wet pour	Online	9,050.18	1,810.04	10,860.22	paid
31	26/06/2025	Unity	The Community Heartbeat	Defib battery	Online	225.00	45.00	270.00	paid
32	26/06/2025	Unity	SSE	Electricity	Online	460.15	23.01	483.16	paid
50	03/07/2025	Unity	HMRC	Late payment charge	Online	206.52	-	206.52	
33	30/06/2025	Unity	Chair	Expenses community day	cheque	365.74	-	365.74	
34	30/06/2025	Unity	Jeremy Hanham	grounds maintenance	Online	1,445.00	-	1,445.00	
35	18/06/2025	Unity	Pepler fencing	repair to barrier	Online	120.00	24.00	144.00	
36	21/06/2025	Co Op	Microsoft	licences	Direct Debit	30.90	6.18	37.08	
38	31/03/2025	Unity	OPFA	annual subscription	Online	49.00	-	49.00	
39	30/06/2025	Unity	Sports Courts	MUGA	Online	4,713.75	942.75	5,656.50	
42	23/06/2025	Co Op	Ionos	website	Direct Debit	18.50	3.70	22.20	
41	30/06/2025	Unity	Wise	Grass cutting	Online	1,000.00	-	1,000.00	
						<b>Total</b>		<b>20,623.42</b>	

June receipts

Voucher No.	Date	Bank	Payer	Description	Payment Method	Total
5	02/06/2025	Co Op	Allotment holder	rent	Online	5.00
6	02/06/2025	Co Op	Funeral director	memorial permit	Online	27.50
7	20/06/2025	Co Op	-	repair of village green	Online	425.00
8	27/06/2025	Co Op	Funeral director	interment costs	Online	97.50
					Total	555.00

**54.2/25-26 To note the June 2025 receipts.**

These were noted.

**54.3/25-26 To note the reconciled bank account as of 30<sup>th</sup> June 2025.**

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

<b>A</b>	<b>Bank Reconciliation at 30/06/2025</b>			
	Cash in Hand 01/04/2025			117,395.83
	<b>ADD</b> Receipts 01/04/2025 - 30/06/2025			32,696.60
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/06/2025			150,092.43
				34,116.80
	<b>Cash in Hand 30/06/2025</b> (per Cash Book)			<b>115,975.63</b>
<b>B</b>	Cash in hand per Bank Statements			
	Petty Cash 30/06/2025	0.00		
	Cooperative 30/06/2025	76,605.00		
	Unity Trust 30/06/2025	49,003.71		
				<b>125,608.71</b>
	Less unrepresented payments			9,633.08
				115,975.63
	Plus unrepresented receipts			
	<b>Adjusted Bank Balance</b>			<b>115,975.63</b>
	<b>A = B Checks out OK</b>			

**54.4/25-26 To agree the arrangements for the August contractual payments.**

Payroll	4 x employees
HMRC	PAYE Direct debit
Ionos	Direct debit
Microsoft	Direct debit
Jeremy Hanham	Grounds Maintenance
Wise Garden	Grounds Maintenance
Maintenance	

**Resolved:** It was agreed that the contractual payments for August will be arranged by the RFO and authorised and paid. These payments will be recorded on the September minutes.

**54.5/25-26 To note budget to actual figures for 2025/2026**

The RFO presented a quarterly review of the budget to the Council. The figures were noted. The invoice for the hire of the Village Hall was discussed, the RFO was asked to email the Village Hall Bookings Clerk requesting an invoice to cover the cost of all the Parish Council meetings booked for 2025 /2026. **[ACTION RFO]**. It was noted that the next budget to actual review would take place at the Parish Council Meeting in October 2025

**54.6/25-26 To receive information on updating of the CO OP and Unity bank mandate.**

The RFO reported that both Unity and CO-OP have confirmed that the mandates have been updated to reflect the Councillor resignation. The CO-OP has confirmed that signatories have been updated. The RFO is still waiting for confirmation of this from Unity.

**54.7/25-26 To receive information and approve the opening of a savings account for the transfer of EMR's.**

This is still ongoing the RFO has investigated Nationwide accounts, but they are no longer offering the account required by the Parish Council to new customers. The RFO will research other providers.

**54.8/25-26 To receive and update on the missing Castle Water meter**

Castle water has the contact information to arrange a site visit as the water meter cannot be located. They have Informed the RFO if the wholesaler visits and the location is correct; the Council will be liable for funding the visit.

The RFO has questioned this and said the Council should not be liable as the meter was moved without notification. Unless Castle Water can provide the Council with information that they were consulted, then any costs should be absorbed by the wholesaler and Castle Water. The RFO is waiting for a response. The RFO confirmed that she would chase this again with Castle Water. **[ACTION RFO]**

**54.9/25-26 To receive an update regarding the bill payments to SSE.**

The RFO is waiting for a response from SSE. As well as calls the RFO has sent an email, this was also sent to directors that were found online. The RFO has said that if a response is not received by 14<sup>th</sup> July the Energy Ombudsman will be contacted.

**54.10/25-26 To note the tree survey invoice has not been received.**

The tree survey was carried out during the week starting 21/10/24 the RFO sent a purchase order on 20/11/24 for £1483.40. Communication with OCC regarding the trees has proved quite a challenge. The Clerk sent an email on the 09/01/25 to Matt Hirons informing OCC that the Parish Council had decided to accept a quotation from another contractor for the tree works and said we will await the invoice for the survey. The Clerk has not heard from OCC since this email was sent.

**Resolved:** This was noted by all Councillors, it was unanimously agreed not to chase OCC for the invoice, the invoice would be paid once it was received.

#### **54.11/25-26 To confirm that the CIL report has been sent to VWHDC.**

The RFO confirmed this was sent on 18<sup>th</sup> June, however the RFO has been asked to check some figures, this will be resubmitted later this week. **[ACTION RFO]**

#### **54.12/25-26 RFO report**

The RFO reported that she was waiting for a response from the OALC regarding advice on the payment of employers NI. The Chair asked the RFO if she expected the Parish Council to receive any more penalties from HMRC, the RFO was not able to confirm this. The Frequency of the HMRC direct debit was also discussed the RFO will try and clarify this date. **[ACTION RFO]**

A discussion took place to clarify the procedure if the Clerk and RFO had to work additional hours due to periods of high workload. The Council acknowledged that sometimes working additional hours was necessary to meet Parish duties and deadlines. The Council requested that the Clerk and RFO email the Chair and Vice Chair when they felt that additional hours would be required above the usual contracted hours for the month.

#### **55/25-26 Finance 2024-25**

##### **55.1/25-26 To note the email received from Moore External Auditor regarding the 2024/25 AGAR submission.**

An email was received from Moore External Auditor asking for an explanation on some figures that were different on the 2024 comparative column on 2025/26 AGAR to the figures that were submitted for the 2023/24 AGAR.

##### **55.2/25-26 To note the response to this email.**

The RFO investigated this and found that the difference of £280 was because there had been 2 duplicate entries made in 2023/24 of £35 and another of £245 totalling £280. The 2023/24 end of year figures had been amended when they had been found. The RFO emailed Moore on the 01/07/2025, the deadline for response was 04/07/25, this was acknowledged as received. No further response has been received from Moore.

##### **55.3/25-26 To approve any actions required by Moore External Auditor and delegate authority to the Clerk and RFO to deal with this.**

**Resolved:** It was unanimously approved to delegate authority to the Clerk and RFO to carry out any remedial actions required by Moore. The Council requested an email was sent to all Councillors following any remedial action taken as required by Moore.

#### **56/25-26 Governance**

**56.1/25-26 To approve another Councillor to join the Personnel Committee and agree the terms of reference.**

**Resolved:** It was approved for Cllr Barrow to join the Personnel Committee and the terms of reference were unanimously agreed.

**57/25-26 To receive and note an IT security reminder.**

Points from the IT policy were discussed and noted. The Clerk also confirmed that the OALC have said that a Cyber Policy is not necessary.

**58/25-26 To receive reports from District and County Councillors**

**58.1/25-26 Oxfordshire County Councillor**

The report was received.

**58.2/25-26 Vale of the White Horse District Councillor**

The report was received.

**59/25-26 Planning**

**59.1/25-26 To note planning application**

**P25/V1093/DIS Location:** Phase P5, P6 CC5 and P7 of Former Grove Airfield To the West of Newlands Drive Land North of Denchworth Road

Discharge of Condition 40 (Fire Hydrants) on planning application P17/V3130/FUL (Variation of condition 7 of Planning Permission P12/V0299/O to provide the development brief prior to the occupation of the 250th dwelling rather than before the submission of reserved matters adjoining the Local Centre (as amended by documentation submitted on 27 February 2018). 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.**

**P25/V1115/DIS Location:** Grove Technology Park Grove Business Centre Downsview Road Wantage OX12 9FF

Discharge of condition 16 (Certificate for Biodiversity Offsetting Scheme) 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.**

**P25/V0912/DIS Location:** Mellors Of Challow Ltd Faringdon Road East Challow Wantage OX12 9TE

**Description:** Discharge of conditions (3), (5) (Contaminated Land) and (6) (Unsuspected Contaminated Land Condition) on application P24/V0748/FUL Proposed demolition and removal of existing forecourt canopy and 4no existing pump islands (6no fuelling positions) and construction of new forecourt comprising 4no pumps (8no fuelling positions) in linear configuration, new forecourt, new forecourt canopy (minimum clear 5.0m headroom) remodelling frontage verge to provide

dedicated passing lanes and pedestrian walkway adjacent existing shop building and relocation of existing priced totem sign (5.5m high) and associated works (i.e. resurfacing forecourt, etc)

**No response required.**

**P25/V1258/DIS Location:** Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

**Description:** Discharge of condition 11 (Foul Drainage Scheme) 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.**

**P25/V1259/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; 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.**

#### **59.2/25-26 To note Planning decisions.**

**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. **Approved**

**P25/V0599/FUL Location:** 1 Challow Marsh Cottages East Challow Wantage OX12 0ED

**Description:** Application proposal, including any amendments :

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 and 23 June 2025) (Resubmission of P22/V0283/FUL)

**Granted**

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

**Description:** Construction of garage

**Application has been withdrawn.**

## **60/25-26 Village and surrounding area**

### **60.1/25-26 To receive an update on the maintenance work required on the new bench on the Village Green.**

Two quotations were discussed, as the work was under £500, the financial regulations have been adhered to.

**Resolved:** The Council agreed to accept the quotation from RJR Tree Surgery for £240 excluding VAT, Cllr Gregson will confirm that the works will be carried out by a carpenter. It was agreed that this expenditure would come from the Village Improvement EMR. **[ACTION AG]**

### **60.2/25-26 To discuss the encroachment of overgrown vegetation within the village.**

Correspondence has been received highlighting the encroachment of vegetation onto the footpath at the bottom of Hedge Hill Road.

**Resolved:** The Council agreed that the residents in this area should receive a letter pointing out the encroachment of the vegetation onto the footpath and asking them to rectify this. The Clerk was asked to write and send these letters. **[ACTION CLERK]**

### **60.3/25-26 To discuss a pathway request on Common Land.**

The Clerk and Chair met with a contractor and discussed different options for the pathway; a quotation has been received and was discussed for 3 options of pathway. Another quotation has been requested. The Clerk is hopeful that 3 quotations will be obtained for consideration at the September meeting.

### **60.4/25-26 To discuss defib and resuscitation training for the Village.**

All Councillors agreed that this training should be investigated, the Chair will look at options and costs for this and report back at the September meeting. **[ACTION CHAIR]**

### **60.5/25-26 To receive the Village inspection from the 8/9<sup>th</sup> June 2025 and discuss actions.**

This was received, some points were discussed. It was pointed out that some of the actions highlighted were not the responsibility of the Parish Council. It was agreed that the next inspection was due before the September meeting. This inspection will be carried out by the Chair and Vice chair. A complete inspection will be received at the September meeting. **[ACTION CHAIR/VICE CHAIR]**

### **60.6/25-26 To discuss the request for a traffic mirror on parish Council land.**

#### **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.*

Following on from the minute reference above from the meeting on the 11<sup>th</sup> June 2025. The OALC advised that the Parish Council should take advice from their insurance company. The Clerk received the following response from Clear Councils; *The council should heed the warnings already advised by the Oxfordshire County Council. Going against best advice could be considered reckless, which could jeopardise a claim. Roadside warning signage would be the recommended solution and perhaps the OCC could advise on this instead?*



The Clerk has asked for Highways to visit the site and advise on road signage.

**60.7/25-26 To discuss a Have your Say Roadshow in East Challow.**

Jez Oldroyd Neighbourhood Officer Wantage/Grove has enquired if the Council would support a Have your Say Roadshow in East Challow. This involves visiting every village over the course of a month and spending a few hours at a village focal point, whereby residents can come and speak to the Police. During these sessions, people would be offered free tool marking, free bike marking and crime safety advice, as well as completing a survey. It has been requested that the Village Hall is booked for an afternoon or an evening.

**From April minutes 241.6/24-25 To receive information regarding an update to local Villages by the Police Community Support Officer and approve the cost of hiring the Village Hall for this update.**

*It was confirmed that no date had been set for this update.*

**Resolved:** The Council unanimously approved the cost of 1 evening's hire of East Challow Village Hall at a cost of £50. All Councillors agreed that the £50 should be taken from the operational Reserves EMR.

**Resolved:** The Parish Council agreed to a Have your Say Roadshow in East Challow, the Council noted that they had already approved the cost of an evening's hire of the Village Hall for an update from the PCSO. The Clerk was asked to email Jez Oldroyd and ask for potential dates for October. This would give enough time for the event to be advertised. **[ACTION CLERK]**

**61/25-26 Noticeboards**

**61.1/25-26 To receive an update on the installation of the new village notice board on Fuller's Grove. (Crest Nicholson site)**

The Chair has contacted the Chair of the Resident's committee of Fullers Grove asking for written confirmation that the resident's agree to the erection of the noticeboard in the place that has been approved. The Chair is waiting for a response.

**62/25-26 Village Hall**

**62.1/25-26 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.

**63/25-26 To receive information on joining the Oxfordshire Neighbourhood Plan Alliance and approve the yearly cost if necessary.**

The Chair will circulate information to the Council regarding membership. Updating the Neighbourhood Plan was discussed and it was noted that there was a briefing in September to discuss the way forward as no funding would be available to support the creation or amendment of Neighbourhood Plans. Cllr Barrow reported that he had spoken with the Planning Policy Team Leader (Neighbourhood) who has agreed to help East Challow with some small additions to the Plan. Following the resolution passed at the May 2025 meeting, see below, It was agreed that amending the Neighbourhood plan would be bought back to the September agenda as new information has been received.

**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.

## **64/25-26 Standing Agenda Items, to receive update and agree actions.**

### **64.1/25-26 Parish Cemeteries.**

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

No update was available.

### **64.2/25-26 Allotments update**

**To discuss allotment rental price increases.**

**Resolved:** The Council unanimously agreed that from 1<sup>st</sup> October yearly allotment fees would be ;

¼ plot £7.50

½ plot £12.50

Whole plot £25

The Clerk was asked to send this information to the RFO in readiness for the allotment invoices to be printed. **[ACTION CLERK]**

### **64.3/25-26 Traffic/Highways including:**

#### **Parking within the village.**

It was noted that the parking at the top of Windmill Place has improved. The Chair reminded Councillors that an area in Old School Lane had been purchased some years ago by the Parish Council as a turning circle. This is now being used for residents parking.

#### **Speeding within the Village**

Correspondence has been received from a Parishioner reporting difficulties when trying to cross the road near the Village Hall because of a speeding car. The Parishioner reported that many vehicles were significantly exceeding the 20MPH speed limit on the A417. They enquired as to why the SID's were out of action. The Clerk has responded explaining the vandalism to both SID's also explaining the monitoring process the Parish Council has gone through and further explaining that the SID's are now with the manufacturer for overhaul and would be reinstated as soon as possible.

The Council acknowledged that speeding on the A417 has increased.

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

Cllr Gregson reported that the SID's have both been returned and will be re-instated this weekend.

An invoice for the repair had not yet been received, Cllr Gregson had been informed by Elan City that the pickup, inspection and return costs were £392 excluding VAT and the repair costs were £145 excluding VAT. Monies for this had already been approved at the May and June meetings

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]**

**Resolved:** It was unanimously agreed that once the invoice from Elan City was received it would be paid before the September meeting and be recorded on the September payments list as paid.

**[ACTION RFO]**

The moving of the SID poles was discussed to allow the North SID better access to sunlight for charging and the South SID to be moved into the 20MPH support zone to reinforce the speed limit.

The question was raised if planning permission was needed for the moving of the South SID, Cllr Gregson and Cllr Barrow will explore this. **[ACTION AG/PB]**

#### **64.4/25-26      Grounds Maintenance**

**To discuss the collection of the meadow grass.**

It was agreed by all Councillors that the meadow grass would need to be collected after the annual cut of the meadow this will increase the wildflowers. The Clerk was asked to obtain a date from Wise Garden Maintenance preferably towards the end of August for the Cut. Cllr Barrow is hoping to organise some volunteers to pick up the cut grass. **[ACTION CLERK/PB]**

#### **64.5/25-26      Public Art**

**To receive an update on the Public Art project.**

The artist has advised that he hopes to complete by the end of august. Details of the installation can be discussed at the September meeting.

SGN have removed their site compound and re-instated the area.

The S106 funding is supposed to be fully used by 25<sup>th</sup> September 2025. As this will not be met Cllr Hayes has proposed an extension of time with the Vale, the new date is now December 2025.

The headteacher of St Nicholas School has presented details of the artwork and suggested contents for the time capsule at the morning assembly. The children were very excited, this part of the project will commence in September.

#### **64.6/25-26      Recreation Areas**

**To receive a report from the Pavilion Working Group.**

There was nothing to report the next meeting is planned for 14<sup>th</sup> July, this has been changed from the 7<sup>th</sup> July due to Challow Sports holding their AGM on the 7<sup>th</sup> July. Some agenda items were discussed for the next meeting these included.

The Electrical safety inspection

Update on the work inside the pavilion, with timeframes for future works.

Handyman insurance renewal.

Removal of goal post arrangements.

**To approve the request from Challow Sports for an additional training session.**

Challow Sports have requested an additional session is added to their agreement for the use of the recreation ground and pavilion. The request is for an additional training night this would be a

Tuesday evening between 5.30pm and 7.30 pm, a small amount of time would be needed either side of these times for set up. Challow Sports are recruiting players for a New Rising Stars Team and a New Under 10's team.

**Resolved:** The Parish Council agreed to add an additional session to the agreement from 5:00pm till 8:00pm on a Tuesday evening. To start from the date of this meeting.

**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 14<sup>th</sup> July 2025.

**To receive an update on 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.

The Assistant Clerk has received confirmation from the Football Foundation that the Parish Council are eligible to apply for the grant for 75% of the cost of the goalposts. The Parish Council unanimously agreed that the Assistant Clerk could go ahead and order the goal posts as per the minute reference above.

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

Obtaining quotations was discussed, 4 quotes have tried to be obtained, 3 contractors have declined to quote, we have one quotation for £1,565 excluding VAT. The Clerk reported that this project may meet the criteria for the Council to use CIL money already received. At the September meeting the Council are hoping to be in a position to approve a quotation. It was noted that this work needs to be completed in the Autumn.

**To receive an update on the MUGA surface project.**

The MUGA final works were completed on the 30/06 and 01/07. The Court has been painted green and marked with tennis, netball and basketball lines. A new net has been installed. The final invoice is on the payments list for this meeting for payment. The Clerk has sent pictures of the completed project and the invoice to Julie Perrin as per the S106 funding procedures.

Information had been received from Sports Courts asking for the Council to be mindful of the tarmac patches that have capped off the new tennis sockets as these may soften in hot weather. If they do, then either the court should be closed or cold water applied to harden the areas off. This was noted, the Environmental Warden will be asked to monitor the tarmac patches.

**To receive a report following the visual play inspection checks.**

The Environmental Warden continues to carry out the inspections. Cllr Golden has highlighted some equipment that needs some lubrication, the Environmental Warden has been made aware. A question has been asked why there were cable ties on top of the toddler swings and could they be removed. After discussion with the Environmental Warden, it has been confirmed that they are there

to stop birds landing and leaving droppings on the swings, which had been a constant issue in the past. The cable ties are working well and will remain in place.

**To discuss the arrangements for the ROSPA inspection of the play area/MUGA.**

The Clerk emailed Play Safety regarding the ROSPA report and requested a meeting with the ROSPA inspector this will incur an additional charge of £50. They no longer offer accompanied visits. The ROSPA inspection will take place on the 15<sup>th</sup> July, Cllr Hayes will meet the Inspector and will feed back at the September meeting as he has done in Previous years.

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

The fire Service have confirmed that they would use the barrier gate into the car park and come through the fence at the top of the wildflower meadow for an emergency access. Cllr Hayes will confirm the emergency access with the ambulance service. **[ACTION TH]**

**65/25-26 To receive Correspondence and agree actions or approve responses.**

Correspondence has been received from Thames Water regarding SESRO summer information events. This was noted.

Correspondence has been received from a Parishioner reporting overgrown vegetation encroaching onto a footpath along Hedge Hill Road, this has been discussed in minute reference 60.2/25-26 above.

An invitation has been received for an online briefing and roundtable exercise regarding the reorganisation of local government in this area, this will take place on the 14<sup>th</sup> July 4pm – 6pm. No Councillor was able to attend.

Correspondence has been received from the Chair of FFRG requesting support for an open letter to be sent to the VWHDC planning committee seeking an end to the practice of dumping surface water runoff and sustainable drainage systems discharges into Brooks and road drainage systems.

**Resolved:** The Council unanimously agreed to support this open letter. The Clerk was asked to respond to the Chair of the FFRG. **[ACTION CLERK]**

Correspondence has been received from a Parishioner reporting difficulties when trying to cross the road near the Village Hall because of a speeding car. The Parishioner reported that many vehicles were significantly exceeding the 20MPH speed limit on the A417. This has been discussed in minute reference 64.3/25-26 above.

**66/25-26 Matters for future discussion.**

Neighbourhood Plan

Village conservation area

**67/25-26 To agree a list of items to be included in the next edition of Challow News**

**68/25-26      To agree date of the next meeting: 10<sup>th</sup> September 2025**

There was no further business transacted, the Chairman closed the meeting at 21:55.

**Signed Chair**.....

**Date**.....