

Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 10th September 2025 at 19:00, East Challow Village Hall

Public Session: Questions were asked regarding the progress on the agreed pathway installation on CL98. The Council confirmed that trees would be pruned during September, the Clerk had two quotations for the pathway and is actively seeking a third. The pathway installation will be on the October agenda.

Members Present:

Chair	Cllr V A Bosley (VB)
Vice Chair	Cllr F Webb (FW)
Members	Cllr A Gregson (AG)
	Cllr P Barrow (PB)
	Cllr I Crump (IC)

Clerk Jane Smith

Public and press: 1 MoP

Meeting started at 19:05

72/25-26 To receive apologies for absence.

Cllr B Golden
Cllr T Hayes

73/25-26 Declarations of Interests

73.1/25-26 To receive declarations of interest for items on this agenda.

Cllr V Bosley Village Hall Committee
Cllr I Crump Village Hall Committee
Cllr P Barrow District Councillor

74/25-26 To approve the minutes of a previous council meeting.

74.1/25-26 Meeting held on 9th July 2025

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

74.2/25-26 Extra Ordinary Meeting held on 23rd July 2025

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

74.3/25-26 Matters arising from the minutes not elsewhere on the agenda.

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

Vanessa Bosley
Chair of the Council

8th October 2025

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]. A response has been received informing the Council that the agreement is that they do not pay for the meetings.**

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 the letters. **[ACTION CLERK] Letters were sent 10/07/25, the footpath is now free of vegetation.**

Correspondence has been received from the Chair of FFRG requesting support for an open letter to be sent to the VW HDC 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] The Clerk responded to the Chair of the FFRG on 10/07/25**

75/25-26 Chairman's Announcements

The Chair asked all Councillors to send their budget thoughts to the RFO in the next 2 weeks.

76/25-26 Staffing Matters

76.1/25-26 To note the fixed term contract for the Assistant Clerk has expired.

This was noted by all Councillors. The Council wanted the minutes to state that they enjoyed working with the Assistant Clerk and they had received feedback from the Assistant Clerk that her employment with the Council had been both a time of learning and enjoyable.

76.2/25-26 To approve 3 hours for support from Grove Geeks for the transfer and setting up of a Council owned laptop and anti-virus support for the Clerk at a cost of £60 per hour excluding VAT.

Resolved: 3 hours of IT support was unanimously agreed; this will come from the IT support and software budget heading.

76.3/25-26 To note the Local Government Services Pay 2025/26 as been agreed and the contractual obligation to pay back pay to 01/04/25.

The back pay and new pay rates were implemented for the 31st of August payroll date.

This was noted by all Councillors.

77/25-26 Finance 2025-26

77.1/25-26 To agree the July payments paid in August 2025.

Resolved: The July payments paid in August were unanimously agreed; it was acknowledged that some payments had been previously agreed as per minute reference

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 Maintenance Grounds 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. The Chair signed the payments list as per East Challow Parish Council's Financial Regulations.

Total staff costs for August 2025 1,668.78

All other payments:

Voucher No.	Date	Bank	Supplier	Description	Method / reference	Net	VAT	Total
73	21/07/2025	Co Op	Microsoft	licences	Direct debit	30.90	6.18	37.08
72	05/07/2025	Co Op	Ionos	website	Direct debit	18.50	3.70	22.20
74	21/07/2025	Co Op	Castle Water	allotments water	Direct debit	3.55	1.11	4.66
75	29/07/2025	Unity	Wise Gardening	Grass cutting	Online	1,070.00	-	1,070.00
76	31/07/2025	Unity	Jeremy Hanham	Grounds maintenance	Online	1,465.00	-	1,465.00
71	16/07/2025	Unity	Play Safety	annual inspection of play equipment	Online	158.00	31.60	189.60
78								
79	25/07/2025	Unity	Elan City	Repair of SIDS	Online	291.74	58.34	350.08
						Total		3,138.62

paid

July receipts

Voucher No.	Date	Bank	Payer	Description	Payment Method	Total
10	07/07/2025	Co Op	OCC	grass cutting contribution	Online	1,161.53
						Total
						1,161.53

77.2/25-26 To agree the August payments paid in September 2025.

Resolved: The August payments paid in September were unanimously agreed. The Chair signed the payments list as per East Challow Parish Council's Financial Regulations.

Total staff costs for September 2025 1,132.26

All other payments:

Voucher No.	Date	Bank	Supplier	Description	Method / reference	Net	VAT	Total
84	21/08/2025	Co Op	Microsoft	licences	direct debit	30.90	6.18	37.08
83	05/08/2025	Co Op	Ionos	Website	direct debit	18.50	3.70	22.20
82	06/08/2025	Co Op	Castle Water	allotment water	direct debit	8.32	1.67	9.99
90	31/08/2025	Unity	Clerk	Expenses	Online	20.00	-	20.00
91	12/08/2025	Unity	RJR Tree	repairs to bench	Online	240.00	48.00	288.00
92	29/08/2025	Unity	Scribe	annual fee for software & support	Online	345.60	69.12	414.72
93	08/08/2025	Unity	Wicksteed	Swing maintenance	Online	253.24	50.65	303.89
96	31/08/2025	Unity	Jeremy Hanham	grass cutting	Online	550.00	-	550.00
95	31/08/2025	Unity	Adam Wise	grounds maintenance	Online	840.00	-	840.00
94	26/08/2025	Unity	Moore	external audit fees for 24/25	Online	420.00	84.00	504.00
						Total		2,989.88

77.3/25-26 To note the July/August 2025 receipts.

These were noted.

77.4/25-26 To note the reconciled bank account as of 31st July 2025.

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

A	Bank Reconciliation at 31/07/2025		
	Cash in Hand 01/04/2025		117,395.83
	ADD Receipts 01/04/2025 - 31/07/2025		33,858.13
	SUBTRACT Payments 01/04/2025 - 31/07/2025		151,253.96
			35,533.19
	Cash in Hand 31/07/2025 (per Cash Book)		115,720.77
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	0.00	
	Cooperative 31/07/2025	67,702.59	
	Unity Trust 31/07/2025	48,716.81	
			116,419.40
	Less unrepresented payments		698.63
			115,720.77
	Plus unrepresented receipts		
	Adjusted Bank Balance		115,720.77
	A = B Checks out OK		

77.5/25-26 To note the reconciled bank account as of 31st August 2025.

This was noted and the reconciliation was signed Cllr Bosley.

A	Bank Reconciliation at 31/08/2025		
	Cash in Hand 01/04/2025		117,395.83
	ADD Receipts 01/04/2025 - 31/08/2025		33,858.13
	SUBTRACT Payments 01/04/2025 - 31/08/2025		151,253.96
			40,301.17
	Cash in Hand 31/08/2025 (per Cash Book)		110,952.79
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2025	0.00	
	Cooperative 31/08/2025	67,633.32	
	Unity Trust 31/08/2025	44,208.64	
			111,841.96
	Less unrepresented payments		889.17
			110,952.79
	Plus unrepresented receipts		
	Adjusted Bank Balance		110,952.79
	A = B Checks out OK		

77.6/25-26 To receive information on updating of the CO OP and Unity bank mandate.

The RFO reported that the update for both bank mandates is complete, it was requested that the RFO contact Cllr Hayes to enquire if he needed any support or training. **[ACTION RFO]**

77.7/25-26 To receive information and approve the opening of a savings account for the transfer of EMR's.

This is still ongoing.

77.8/25-26 To receive and update on the missing Castle Water meter

Following many emails by the Clerk and RFO and subsequent telephone calls with the Clerk, Castle Water closed the case and opened a new one. The Clerk sent photographs of a temporary fix in Reynolds Way and a photo of the meter which is disconnected. A call was received from Castle Water on 06/08/25 confirming that Thames Water have been instructed by Castle Water to carry out a meter verification. It was confirmed that this will not be charged to the Council as Castle Water do not have any record of the meter moving or it being repaired. Confirmation was received from Castle Water on 04/09/25 that Thames Water had been asked for a site visit, there is a target response time of 20 days. It was noted by Councillors that Castle Water had taken direct debits in July and August for water used.

77.9/25-26 To receive an update regarding the bill payments and the enquiry with SSE.

A credit to the account was received on 29/07/25 in regard to the overpayment and estimated bills. The RFO was asked to email all Councillors and clarify the amount that has been credited to the SSE account. **[ACTION RFO]**

77.10/25-26 To confirm that the CIL report has been re submitted to VWHDC.

Resolved: The figures were checked, the CIL report has been re submitted the CIL balance is £69,131.33.

This was noted.

77.11/25-26 RFO report

The RFO reported that she was attending a NALC course regarding raising income after precept. The RFO will report back if there is anything that might be useful for the Council.

Uncashed payments to HMRC were discussed by Councillors. The Council requested that the RFO email all Councillors to explain them further. It was noted that some dated back to March. There is also an uncashed payment to ROSPA with the amount omitted. **[ACTION RFO]**

78/25-26 Finance 2024-25

78.1/25-26 To confirm if any actions have been taken by the RFO and Clerk following the email received from Moore regarding the 2024/25 AGAR submission.

The RFO was asked to mark the 24-25 comparative column AGAR figure for balance carried forward from 2024 as restated, this was due to the 2 overpayments for the Sum of £280 being found in the 23-24 accounts and the end of year figure being adjusted accordingly. The Clerk sent this to Moore and uploaded to the website on 04/08/25.

78.2 /25-26 To receive the External Audit Report for the financial year 2024-2025.

The following was noted by all Councillors.

Internal auditor answered Not Covered to control objective F which suggests that the council does not operate a petty cash system. It is suggested that the reconciliation schedule is updated, petty

cash is removed. Scribe were contacted regarding this after last year's AGAR. The RFO will follow this up again with Scribe. **[ACTION RFO]**

Except for the matters reported below on the basis of our review of sections 1 and 2 of the AGAR, in our opinion the information in section 1 and 2 of the AGAR is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 2 of the Accounting Statement has not been correctly completed. Boxes 3 and 6 include transfers between bank current and deposit accounts which per paragraph 2.14 JPAG Practitioners' Guide 2024 do not represent receipts and payments for the authority. The EA expects these figures to be restated on next year's AGAR and marked as such, to bring it to the attention of the reader. The RFO will contact the OALC to gain advice on how to restate on next year's AGAR. **[ACTION RFO]**

Boxes 1-6 of section 2 of the AGAR does not arithmetically add down to box 7 by £1 when summed. When rounding the numbers for the Return care should be taken to ensure boxes 1-6 sum to box 7 and that box 7 agrees or reconciles to box 8. The Council were aware of the £1 difference, this was mentioned on submission of the AGAR.

Moore identified during the initial review of the AGAR return boxes 6, 7 and 8 of the prior year column (2023/24) on section 2 – accounting Statements have been restated. This was in order to remove duplicate entries included as unrepresented payments in the prior year. Boxes 7 and 8 have been marked as restated but box 6 has not. The RFO will mark box 6 as restated. **[ACTION RFO]**

79/25-26 Governance

79.1/25-26 To approve and adopt the Common Land Policy.

Resolved: The Common Land Policy was unanimously approved and adopted.

79.2/25-26 To approve and adopt the Retention Policy and Schedule.

Resolved: The retention Policy and Schedule were unanimously approved and adopted.

79.3/25-26 To approve and adopt the Health and Safety Policy for 2025/26.

This needs to be approved yearly to meet the requirements of the Council's insurance policy.

Resolved: The Health and Safety Policy was unanimously approved for use in 2025/26.

79.4/25-26 To approve the Disciplinary Procedure.

Resolved: The Disciplinary Procedure was unanimously approved for use in 2025/26.

79.5/25-26 To discuss the date of the Council meeting in December 2025.

Resolved: It was agreed not to move the date of the December meeting.

79.6/25-26 To discuss the date of the Council meeting in April 2026.

Resolved: The Council unanimously agreed to move the Council meeting from the 8th until the 22nd April, this is the next available Wednesday for the Village Hall. The Clerk was asked to confirm this with the Village Hall Booking's secretary. **[ACTION CLERK]**

80/25-26 To receive reports from District and County Councillors**80.1/25-26 Oxfordshire County Councillor**

A report was not available

80.2/25-26 Vale of the White Horse District Councillor

DCllr Barrow reported at the meeting that a weir was being installed on the canal between East and West Challow by the County Council. It is hoped this will improve the road flooding problems.

DCllr Barrow also reported it is hoped that a community bus will be available in 2027 to service Wantage to Ardington.

81/25-26 Planning**81.1/25-26 To note planning application**

P25/V1305/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage

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/V1489/DIS Location: Former Grove Airfield (Phase 7) West of Grove To the West of Newlands Drive Land North of Denchworth Road

Description: Discharge of condition 19 (Tree protection details) on 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. **No response required. This was noted.**

P25/V1645/DIS Location: Former Grove Airfield West of Grove To the West of Newlands Drive Land North of Denchworth Road Grove

Description: Discharge of condition 11 (Construction and Environmental Management Plan) 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. (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). **No response required. This was noted.**

81.2/25-26 To note Planning decisions.

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.)

Granted. This was noted.

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

Description: Proposed pumping station (as amplified by drainage technical note received 22 May 2025 and plan showing rising main received 29 May 2025) **Granted. This was noted**

P25/V1285/FUL Location: Unit 14 The Quadrangle Grove Business Park Wantage OX12 9FA

Description: Installation of an external gas storage compound and associated works. **Granted. This was noted**

P25/V1299/HH Location: 7 Childrey Way East Challow Wantage OX12 9RX

Description: New residential annex in back garden **Granted. This was noted.**

81.3/25-26 To approve responses to requests for consultation on applications.

P25/V1562/HH- Location: The Bungalow Letcombe Hill East Challow Wantage OX12 9RP **Description:** Single-storey extension and conversion of existing garage to habitable accommodation. **Response required by 12/09/25. Resolved:** The response of no objections was unanimously agreed.

P25/V1558/HH- Location: The Bungalow Letcombe Hill East Challow Wantage OX12 9RP

Description: Proposed underground garage with associated works.

Response required by 16/09/25. Resolved: The response of no objections was unanimously agreed.

P25/V1605/FUL Location: W & G Industrial Estate, Unit 6/6a/6b Faringdon Road East Challow Wantage OX12 9TF

Description: Change of use of industrial unit to gymnastics facility

RESPONSE REQUIRED BY 11/09/25. Resolved: The response of no objections was unanimously agreed.

82/25-26 Village and surrounding area

82.1/25-26 To receive an update on the maintenance work on the new bench on the Village Green.

The Bench has now been repaired, oiled and reinstalled. As per the quotation of £240 excluding VAT which was approved at the July meeting, minute reference, **60.1/25-26**. The Clerk was thanked for over-seeing this work.

82.2/25-26 To receive the Village inspection and discuss actions and set a budget for works.

This was carried out on the 13th August 2025. The inspection was received and discussed.

A cover for the Victorian drain may need replacing next year.

Overflow carpark fly tipping of vegetation will need to be cleared by Grounds Maintenance.

Jubilee bench and both noticeboards need refurbishment.

A rail on the recreation fencing installed last year needs attention.

There are several cleaning and maintenance jobs that need doing.

Many drains in the village are blocked.

Resolved: The following was agreed. The cover for the Victorian drain would be included in the budget for 26/27 **[ACTION RFO]**

A Grounds maintenance contractor would be asked to clear the fly tipping and add this as additional work to their monthly invoice. **[ACTION CHAIR]**

The Jubilee bench and refurbishment would be arranged, a budget was set for £300, this would come from the Village Improvement EMR. **[ACTION FW]**

The contractor who installed the recreation ground fencing would be contacted. **[ACTION CHAIR]**

It was recognised by all councillors that there were several maintenance jobs in the village that needed attention, employing a handyman or maintenance warden was discussed. This will go on the October agenda. The RFO was asked to report at the October meeting if there was enough money in the staffing budget to cover this. **[ACTION RFO]** The Clerk was asked to gain advice from the OALC on the best way to employ a handyman/ maintenance warden. **[ACTION CLERK]**

The Clerk was asked to report the Village drains on Fix My Street. **[ACTION CLERK]**

82.3/25-26 To discuss a Have your Say Roadshow in East Challow.

The Clerk emailed the Neighbourhood Officer for Grove/Wantage on the 10/07/25 informing him the East Challow Parish Council agreed to the Roadshow and an evening's hire of the Village Hall. No response has been received. It was agreed by all Councillors that this would no longer take place.

82.4/25-26 To discuss the purchase and position of a Beware Children and Animals sign for the Childrey Way Bridlepath.

This was discussed and agreed that the installation of a sign was not possible as OCCH could not grant permission for a sign to be attached on the utilities pole as they did not have the authority.

82.5/25-26 To discuss and agree a response to the winter preparedness email.

Resolved: It was agreed that the Clerk submit a nil return. **[ACTION CLERK]**

82.6/25-26 To approve £500 for essential work on trees on the Village Green.

Following on from the enquiry regarding the pruning of the cherry tree on CL98, RJR Tree surgery advised that the tree contains some deadwood and requires a Crown lift. RJR Tree Surgery raised concerns over a bay tree that has become large and is now touching the power cables overhanging a resident's property, this requires cutting back into a bush. A quote has been received for £500; 3 quotations are not required as the Financial Regulations do not require 3 quotes for the expenditure of £500 or below.

Resolved: It was unanimously agreed to accept the quotation for £500 excluding VAT from RJR Tree Surgery, it was agreed that the money would come from the EMR for tree maintenance. The Clerk was asked to arrange for the work to be completed. **[ACTION CLERK]**

82.7/25-26 To receive an update on the registration of the recreation ground and approve a quotation for plans if necessary.

Email Correspondence was received from Horsey Lightly Solicitors regarding the First Registration of the Recreation Ground. Land Registry want clarification that the Parish of East Challow was the same as East Challow Parish Council, the Clerk confirmed this. The Land Registry also require a plan of the precise extent of the land to register marked on a current OS map. The Plan needs to meet certain listed criteria. The Clerk has contacted Bluestone Planning, who have supplied a quotation for £160 excluding VAT, they will use Parish Online, the Council have a subscription.

Resolved: It was unanimously agreed to accept the quotation from Bluestone Planning for £160 excluding VAT. It was also unanimously agreed that the money will come from a payroll budget which is not currently being used. The Clerk was asked to arrange the completion of the plan for Land Registry. **[ACTION CLERK]**

82.8/25-26 To discuss the replacement of fruit trees in the Community Orchard.

Due to the hot weather some trees have not grown, replacement was discussed, prices of trees will be bought to the meeting in October. **[ACTION PB]**

82.9/25-26 To receive a response from West Challow Parish Council regarding dog waste bins.

West Challow Parish council feel there is adequate provision at either end of the Childrey Way footpath.

Resolved: The Council noted this and asked the Clerk to respond to the Parishioner who requested the provision of more dog waste bins. **[ACTION CLERK]**

83/25-26 Noticeboards**83.1/25-26 To receive an update on the installation of the new village notice board on Fuller's Grove. (Crest Nicholson site)**

Confirmation has been received from the chairperson of the Resident's Committee of Fullers Grove confirming permission to install the notice board on Fullers Grove in the planned position.

Quotations for installation will now be progressed. **[ACTION CHAIR]**

84/25-26 Grants

84.1/25-26 To receive and consider a Grant application from the Village Hall committee.

The grant application from the Village Hall committee was received on the 27/07/25 for a sum of £3000.

Resolved: It was unanimously agreed to approve the grant application of £3,000 from the Village Hall Committee. It was agreed that this would be paid in one instalment as the precept for 2025/26 had been received. The RFO was asked to include this payment on the October payments list. The Clerk was asked to inform the Village Hall committee when this will be paid. **[ACTION CLERK/RFO]**

84.2/25-26 To receive and consider a grant application from GroW.

Resolved: The Parish Council unanimously agreed to grant GroW £150 towards costs for the running of a Toddler Group in East Challow. The RFO was asked to include this payment on the October payments list. The Clerk was asked to inform GroW when this will be paid. **[ACTION CLERK/RFO]**

85/25-26 To explore amending East Challow's Neighbourhood Plan.

Resolved: It was agreed that there would be a light touch review of East Challow's Neighbourhood Plan. Some amendments of policies would be required, including green infrastructure policies. Cllr Barrow confirmed there was no official funding available. It was noted that the Parish Council may need to pay for a referendum. Cllr Barrow and the Clerk will provide more information on costs at the October meeting.

The Council agreed unanimously to join the Oxfordshire Neighbourhood Plan Alliance at a cost of £50 per year. The £50 would come from the subscription budget. **[ACTION CLERK/PB]**

86/25-26 Standing Agenda Items, to receive update and agree actions.

86.1/25-26 Parish Cemeteries.

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

This has now been installed; Cllr Crump was thanked for his work on this. The Clerk was asked to organise a copy of the cemetery regulations to be put into the noticeboard. **[ACTION CLERK]**

86.2/25-26 Allotments update

Allotment invoices need to be sent out during September. The RFO was asked to prepare these and give them to Cllr Webb for distribution. The new fees will be implemented. The RFO was asked to contact Cllr Webb as some invoices would need an additional letter regarding unkempt allotments. **[ACTION RFO]**

86.3/25-26 Traffic/Highways including:

Parking within the village.

Cllr Golden has suggested applying to the Thames Valley Police Community Fund for a project focused on road safety and community awareness. The application should seek funding for new enforcement signage to deter pavement parking and blocked access, alongside a safer street in East Challow Campaign, to raise awareness of speeding and inconsiderate parking. Councillors unanimously agreed for this application to be made. Cllr Crump will contact Cllr Golden to pass on

Parish Council agreement and remind Cllr Golden of the closing date for applications. The Clerk asked for Cllr Golden to contact the Chair or the Clerk for support with the application. **[ACTION BG/IC]**

Speeding within the Village

An email has been received from a Parishioner reporting a potential incident on Main Street. The Council noted this.

Speed Indicator Displays (SID') including a new location update.

Both SIDs are now working and holding their charge. Cllr Gregson will look into requesting a new location for the SIDs. **[ACTION AG]**

86.4/25-26 Grounds Maintenance

To discuss the collection of the meadow grass.

The meadow grass was cut on 04/09/25. Unfortunately, with the rain the cut grass has sunk into the ground, it will not be possible to gather the grass.

To receive an update on fly tipping on Parish Council Land.

There have been 2 incidences of fly tipping of vegetation, the Council's grounds maintenance contractor will be asked to clear this. **[ACTION CHAIR]**

86.5/25-26 Public Art

To receive an update on the Public Art project.

The artist has reported that the artwork is ready. Cllr Hayes will be working on what needs to be done next and will report more fully to the October meeting.

86.6/25-26 Recreation Areas

To ratify the sum of £253. 24 for the replacement shackles and bushes and the seat adjustment of the junior swings.

Following the ROSPA inspection the Clerk asked Wicksteed to make a site visit to discuss the edging around the swings and the procedure for raising the swing height. During this visit Wicksteed advised that the shackles and bushes were worn and should be replaced.

The Clerk in consultation with the Chair agreed this expenditure to ensure safety, the bushes and shackles were replaced, the seats were raised on the 07/08/25.

Resolved: The expenditure of £253.24 was ratified unanimously. It was agreed that this expenditure would come from the budget set for play area maintenance and inspection.

To discuss the MUGA opening times.

Following a complaint from a resident about the use of the MUGA at anti-social times and the request to lock the court overnight. It was decided this was not practicable.

To receive a report from the Pavilion Working Group.

The planned meeting for the 8th September 2025, did not take place a new meeting has been arranged for Monday 22nd September, a report will be received at the October Parish Council meeting.

To note and approve the renewal of the handyman insurance for pavilion maintenance.

The Clerk advised that many contractors who work for the Council have £5,000,000 Public Liability insurance. The handyman insurance is for £1,000,000.

Resolved: The Council agreed to contact the OALC for advice this will be reported at the October meeting. **[ACTION CHAIR]**

To note the amended Challow Sports agreement to include a Wednesday evening and the line added regarding the monitoring of energy costs.

A request was received from Challow Sports to add an additional evening to the agreement for use of the recreation ground. As the Parish Council do not meet in August, the Clerk gained a majority response from Councillors by email to add Wednesday evening to the agreement from the 28/07/25. The Clerk has added a line, regarding energy costs to be monitored and may be reviewed before January 2026. This was noted. The RFO was asked to monitor the electricity usage when the flood lights start to be used. **[ACTION RFO]**

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.

This will be discussed at the Pavilion Working Group meeting on the 22nd September.

To confirm the arrangements for the moving of the existing goalposts.

A request was received from Challow Sports to move the junior goalpost by 3 metres away from the bank in time for the first match of the under 10's on the 13th September.

Challow Sports have arranged for a landscaping company to move the goal posts, the Clerk has received the Public Liability insurance, which is for £1,000, 000.

Resolved: Due to time constraints the Clerk emailed all Councillors detailing the request. The Council submitted a majority decision to give permission for the goalposts to be moved and agree to the Public Liability insurance of £1,000, 000 for the moving of the goalposts. At the meeting the Council confirmed that they agreed with the moving of the goalposts and the £1,000,000 Public Liability insurance.

To receive an update on the purchase of the goalposts.

The Assistant Clerk and the Clerk arranged 2 quotations from the Football Foundation's approved list. These were both submitted, the Football Foundation has now queried VAT on the quotations. The MH Goals quotation was re submitted on the 08/09/25 each figure including the VAT total. The Clerk has pointed out twice to the Football Foundation that East Challow Parish Council will reclaim all VAT so would usually apply for a grant for the net amount quoted.

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

To approve a quotation to reclaim a 5-meter strip of football field

Obtaining quotations was discussed, six contractors have been approached for quotations, four contractors have declined to quote. Two quotations have now been received these were both discussed. It was agreed that the Financial Regulations has been adhered to.

Resolved: The Council agreed to accept the quotation from RJR Tree surgery for £1565.00 excluding VAT. The Council agreed that this project would meet the criteria for the Council to use CIL money already received. The Clerk was asked to arrange the works. **[ACTION CLERK]**

To receive a report following the visual play inspection checks.

A quarterly inspection was carried out on the 29/07/25, additionally to the ROSPA findings it was highlighted that both the junior and toddler swing frames should be painted with a rust resistant paint. The Clerk was asked to inform the Environmental Warden. **[ACTION CLERK]**

To receive the ROSPA inspection of the play area/MUGA and agree a quotation for the repair of the multiplay.

The ROSPA report was received. The Councillors noted that the majority of the actions had been completed by the Environmental Warden. The Environmental Warden was thanked for all his work. The Clerk has endeavoured to obtain three quotations for the replacement of the 2 decayed beams on the Multiplay. One company declined to quote and recommended the equipment was repaired by the original manufacturer. A quotation for £774.00 excluding VAT has been received from the original Manufacturer. Another quotation has been received, the company would supply labour only as the parts would need to be sourced from the original manufacturer to maintain structural integrity, the labour costs quoted are £750 excluding VAT. It was agreed that the Financial Regulations has been adhered to.

Resolved: The Council unanimously agreed to accept the quotation from HAGS the original manufacturer of the multiplay for £774 excluding VAT. It was agreed that the cost would come from the play area and maintenance budget and the money re allocated from the outsourced payroll budget. The Clerk was asked to arrange the works. **[ACTION CLERK]**

87/25-26 To receive Correspondence and agree actions or approve responses.

An email has been received from the Chair of the FFRG attaching a guide to the UK Climate Alerting System. This was noted.

Correspondence has been received from OCCH regarding replacing the existing 50mph limit with a 40mph limit on the A417 at Challow Station, from north of Field View Accommodation (formerly The Leather Bottle) to south of New Road (B4001 to Childrey). Comment on the proposals were requested by 03/10/25. Some concerns were expressed as it was felt that the existing limits were proportionate to the road environment. The majority of Councillors agreed to the proposals. The Clerk was asked to respond **[ACTION CLERK]**

88/25-26 Matters for future discussion.

Councillor responsibilities, Handyman, tennis net storage/ MUGA winter closure

89/25-26 To agree a list of items to be included in the next edition of Challow News

Autumn clear up, cutting back overhanging vegetation.

90/25-26 To agree date of the next meeting: 8th October 2025

There was no further business transacted, the Chairman closed the meeting at 22.20

Signed Chair.....

Date.....