Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 8th July 2026 at 19:00, East Challow Village Hall

Public Session: No comments.

Members Present:

Chair	Cllr V A Bosley (VB)
Vice Chair	Cllr F Webb (FW)
Members	Cllr A Gregson (AG) (Arrived 19:16)
	Cllr T Hayes (TH)
	Cllr J Barnett (JB)
Clerk	Jane Smith

Public and press: C Cllr Jenny Hannaby

Meeting started at 19:03

44/26-27 To receive apologies for absence.
Cllr I Crump

45/26-27 To confirm that the meeting is quorate.
The Chair confirmed that a quorum was present, the meeting was declared quorate.

46/26-27 Declarations of Interests
46.1/26-27 To receive declarations of interest for items on this agenda.
Cllr V Bosley Village Hall Committee

47/26-27 To approve the minutes of a previous council meeting.
47.1/26-27 Meeting held on 10th June 2026
It was agreed by all Councillors present that the minutes were an accurate record of the meeting. Proposed by Cllr Hayes seconded by Cllr Bosley. The minutes were signed at the end of the meeting.

47.2/26-27 Matters arising from the minutes not elsewhere on the agenda.
30.2/26-27 To approve the purchase of additional email storage for the Chair and Vice Chair at a cost of £3.50 per month per email account.
The Clerk highlighted that email accounts should be checked monthly and emails that were not needed should be deleted.

Resolved: The Council unanimously agreed the costs of £3.50 per month per email account to upgrade the storage for the Chair and Vice Chair. The Clerk was asked to arrange this. **[ACTION CLERK]** ***The Clerk has increased the storage and confirmed with the RFO that the Ionos invoice will increase by £7.00 per month*.**

31.7/26-27 To approve the CIL Report
Resolved: The CIL report was unanimously approved, with the correction to the expenditure of £840 now to read rotavate, strip and replant 5M strip of football field, the RFO will send to VoWHDC.
[ACTION RFO] ***CIL report was updated and sent on the 24/06/26.***

39.2/26-27 Allotments
Cllr Webb reported that 4 new allotments have now been rented. It has been highlighted to the council that a structure has been erected on one of the allotments. This contravenes point 8 of the allotment rules. The Clerk was asked to write to the allotment holder and ask for this to be removed.
[ACTION CLERK] ***This has been done.***

48/26-27 Chairman's Announcements
The memorial application, that was received after the agenda was published, was discussed. It was agreed to send an email response and the Cemetery rules. Highlighting the cemetery regulations do not allow edging and the area of the grave should be left flat and turfed and able to be mown. **[ACTION CLERK]**

The Chair informed the Council that
P26/V2145/FUL Proposal: Change of Use from Industrial Unit to Dog Day Care Facility.
Location: W And G Industrial Estate, Unit 9 Faringdon Road East Challow
Wantage OX12 9TF, planning application had been received on Monday 6th July, after the publishing of the agenda. This requires a response by the 27th July. The OALC advised that an extra ordinary meeting should be called to allow this planning application to go on an agenda for parishioners to view. It was agreed that an extra ordinary meeting will take place on Monday 20th July 19:00 in the Village Hall.

49/26-27 Councillor Vacancy
49.1/26-27 To receive the resignation of Cllr K Parfitt on the 11th June 2026.
This was noted by all Councillors.

49.2/26-27 To receive confirmation from VWHDC that no election has been called so the Council can proceed to co-option.
This was noted.

49.3/26-27 To approve co-option of a Councillor to fill the vacancy or to re advertise if necessary.
It was noted that the vacancy notice was on the village noticeboards and the website.
Resolved: It was agreed to advertise in the September addition of Challow News.

Vanessa Bosley
Chair of the Council 9th September 2026

50/26-27 Staffing Matters

50.1/26-27 To receive an update following the advertising of the Maintenance Warden post.

The Clerk and Chair reported that just before the closing date a job description had been requested, but no applications had been received.

Resolved: The Council agreed to readvertise later in the year and agreed to add more details to the job advert.

50.2/26-27 To note the Clerk's appraisal will be arranged over the next 2 months.

This was noted.

51. Governance

51.1/26-27 To approve the Equality and Diversity Policy.

Resolved: The Policy was sent to the Councillors prior to the meeting. The Equality and Diversity Policy was unanimously approved.

51.2/26-27 To approve the Disciplinary Policy.

Resolved: The Policy was sent to the Councillors prior to the meeting. The Disciplinary Policy was unanimously approved.

51.3/26-27 To approve the Grievance Policy.

Resolved: The Policy was sent to the Councillors prior to the meeting. The Grievance Policy was unanimously approved.

51.4/26-27 To adopt the Dignity at Work Policy.

Resolved: The Policy was sent to the Councillors prior to the meeting. The Dignity at Work Policy was unanimously adopted.

51.5/26-27 To approve a Councillor to join the Pavilion Working Group.

Cllr Hayes agreed to join the Pavilion Working Group.

52/26-27 Finance 2025-2026

52.1/26-27 To note the AGAR for 2025-2026 has been sent to the External Auditor.

The Clerk confirmed that the AGAR and accompanying paperwork was sent on the 11/06/26 and an acknowledgment of receipt was received also on the 11/06/26.

52.2/26-27 To note payment and receipts list for the entire year 2025-2026.

These were noted.

Resolved: The Council agreed that these lists should be put on the website for transparency as they have been for other financial years.

52.3/26-27 To note the AGAR documentation has been uploaded to the website as per the transparency code.
The Clerk reported that all the necessary documentation was uploaded to the website on the 11/06/26.

52.4/26-27 To note the changes to unpresented payments on the bank reconciliation from June 2025 – December 2025 and receive information from the OALC on transparency.
The Councillors viewed the bank reconciliations and noted that there is a version 2 showing a changed amount for unpresented payments on bank reconciliations from June 2025 – December 2025. They noted that Version 2 now exists due to HMRC allocating payments differently and the RFO having to unpick and reallocate payments. The Council are waiting for the OALC to advise if the reconciliations need to be published again.

53/26-27 Finance 2026-27

53.1/26-27 To agree the June payments list paid in July 2026.
Resolved: The June payments paid in July were unanimously agreed. The Chair signed the payments list as per East Challow Parish Council's Financial Regulations

Total staff costs for July 2026			1,232.47			
All other payments:						
Internal Reference	Date	Bank	Payee and reason	Payment method	Net	Total incl VAT
41	07/06/2026	Co Op	Ionos website	direct debit	£20.50	£24.60
42	08/06/2026	Co Op	Castle Water Allotment water	direct debit	£25.99	£31.18
43	21/06/2026	Co Op	Microsoft licences	direct debit	£30.24	£36.29
21	28/05/2026	Unity	Clear Councils Insurance	Online	£1,152.17	£1,152.17 paid
49	12/06/2026	Unity	Wicksteed play equipment repair	Online	£1,795.75	£2,154.90
50	23/06/2026	Unity	Wise Garden & Hedge grass cutting	Online	£600.00	£600.00
51	30/06/2026	Unity	Jeremy Hanham grounds maintenance	Online	£1,140.00	£1,140.00
52	06/05/2026	Unity	SLCC Annual membership	Online	£116.92	£116.92
53	30/06/2026	Unity	Staff expenses	Online	£22.75	£22.75
54	08/07/2026	Unity	Councillor expenses	cheque	£503.62	£503.62
					Total	£5,782.43

53.2/26-27 To note the June 2026 receipts.

There were none.

53.3/26-27 To note the reconciled bank account as of 30th June 2026.

This was noted and the reconciliation was signed by Cllr Gregson.
The balances were noted:

Cooperative:	£36,749.22
Unity Trust:	£26,012.82
Unity Trust savings:	£52,940.68
Unpresented payments:	£0.00
Balance:	£ 115,702.72

Vanessa Bosley
Chair of the Council

9th September 2026

	Bank Reconciliation at 30/06/2026			
	Cash in Hand 01/04/2026			100,133.64
	ADD Receipts 01/04/2026 - 30/06/2026			31,491.51
				131,625.15
	SUBTRACT Payments 01/04/2026 - 30/06/2026			15,922.43
A	**Cash in Hand 30/06/2026** (per Cash Book)			**115,702.72**
	Cash in hand per Bank Statements			
	Cooperative	30/06/2026	36,749.22	
	Unity Trust	30/06/2026	26,012.82	
	Unity Trust Savings	30/06/2026	52,940.68	
				115,702.72
	Less unpresented payments			
				115,702.72
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**115,702.72**
	A = B Checks out OK			

53.4/26-27 To receive a budget to actual/EMR report.
Both reports were received. The Clerk confirmed that she had asked the RFO to note the £500 approved for the beech hedge reduction approved at the March 13th meeting and the £161 excluding VAT for the ROSPA inspection approved at the June 10th meeting on the expected expenditure. It was also noted that the training course recorded for £45, Avoid the Audit Trap, would not be required and needs deleting. The cemetery operations training would still be going ahead.
The Council requested a CIL report for the September meeting, giving detailed information about the current position of CIL money, including balances and deadlines for spending. The Council asked for this by email in good time for the September meeting. The Council

acknowledged the £2000 in year projects figure in the budget and requested this go on the September meeting agenda. **[ACTION RFO]**

53.5/26-27 To receive information from a utility broker regarding electricity prices and agree delegation for acceptance of the deal.

Prices were received just before the meeting that look as though they will save money. The Council asked for the RFO to investigate the deals offered and supply more information at the September meeting regarding the various conditions for each deal. The RFO was also requested to contact the OALC and enquire regarding the legality of delegation should a deal arise when the Council are unable to accept quickly enough. **[ACTION RFO]**

53.6/26-27 To discuss the Parish Council bank account arrangements following the recommendations from the Internal Auditor and the receipt of the email from the Co op bank.

The Clerk confirmed that the Unity instant access savings account that would contain all the EMR's, once transfer limits allowed, has a variable interest rate of 1.95% (as on the 13/01/26). Cllr Webb confirmed that the Council has received interest on this account.
Resolved: The council considered the recommendations from the internal Auditor to pool the bank balances into an interest paying account. The Council unanimously agreed to keep the current banking arrangements as the EMR's were in an interest paying account.

The Clerk informed the Council that the RFO had received an email from The CO OP bank requesting a bank review of the bank account. This was both unexpected and unexplained. The request is for a lot of personal information required by a deadline that would be difficult to meet, if the deadline was not met then the accounts could be blocked. The Clerk had emailed the CO OP bank and telephoned them but had not received any response to a request to extend the deadline for the supplying of the information required. The OALC had been consulted, they advised that there had been other instances of this happening to Councils and advised that the CO OP probably did not want the Parish Council's business anymore.

Resolved: The Council unanimously agreed to transfer all funds from the CO OP and pay into the unity account as soon as possible. **[ACTION RFO]**

The Council noted that there are some direct debits that need to be amended.

The Clerk was asked to update Ionos and MS365 and the RFO to deal with Sophos and Castle Water. **[ACTION CLERK/RFO]**

The Council requested that the RFO change the bank details with the Precept team at OCC, as the 2nd instalment of the precept is due on the 1st of September. Confirmation of the change of bank account details needs to be received in writing and sent to all Councillors. **[ACTION RFO]**

Payment cards were discussed, the Council requested that the RFO present information regarding the options for cards to the September meeting. It was asked if the RFO could attend to answer any questions the Councillors may have. They also requested that the RFO contact the OALC to ask their advice**. [ACTION RFO]**

53.7/26-27 RFO report

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 and ratified on the September minutes. **[ACTION RFO]**
Jeremy Hanham, Wise Garden and Hedge, SSE, Payroll expenses, HMRC, Village Hall, SLCC membership.
Direct debits- Castle Water, Ionos, Microsoft

The Council approved the cost of the training for the RFO to gain PiLCA at a cost of £140 plus VAT. This expenditure will come from the training budget. The expenditure will be ratified on the September agenda.

54/26-27 To receive reports from District and County Councillors

54.1/26-27 Oxfordshire County Councillor

CCllr Hannaby had written to Liz Lefman Cabinet Member to ask for an explanation on why utility companies do not rectify faults in a reasonable time frame. CCllr Hannaby has taken this action due to the 8 months wait that East Challow Parish Council and parishioners have endured whilst waiting for the noisy drain cover on the A417 to be addressed.
There has been an update on the Local Government Organisation, this indicates the 3 unitary proposal may be accepted. A decision is expected by the 16th July 2026.
CCllr Hannaby briefly updated the Council on the Wantage Market Place improvements, there are concerns regarding the lack of disabled spaces proposed for the Market Place.
The Flood Resilience Group was discussed, Cllr Barnett offered join the group representing East Challow Parish Council.

54.2/26-27 Vale of the White Horse District Councillor

The report was received.

55/26-27 Planning

55.1/25-26 To note planning application

P26/V1409/DIS Location: Phase 7, Land At Grove Airfield Denchworth Road Grove

Discharge Conditions Under Consideration
Discharge of condition(s) 15 (Foul drainage details) and 16 (Surface water drainage details) on application P12/V0299/O in relation to Phase 7. 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.
This was noted.

P26/V0830/DIS Location: Phase 8 Grove Airfield Denchworth Road Grove Wantage
Discharge Conditions Consultation Period
Conditions 15 and 16 on planning permission P17/V3130/O. 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. (And as amended by plans & documents submitted on 16th February 2015 in relation to site access 2) P12/V0299/O Conditions(s) 15 and 16.
This was noted.

P26/V1839/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF
Discharge Conditions Consultation Period
Discharge of Condition 25 (Cycle Parking Facilities) and Condition 26 (Refuse Storage) on application ref. P23/V1784/O. Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.
This was noted.

56/26-27 Village and surrounding area
56.1/26-27 To approve the expenditure of £149.54 excluding VAT for a parking at your own risk sign and a pole for the overflow car park.
Resolved: The Council unanimously approved the expenditure of £149.54 excluding VAT, it was agreed this expenditure would come from the Village Maintenance budget. The Clerk was asked to order the sign and pole. The quotation for £144 from Pepler Fencing for installation was also approved, this will come from the Village Maintenance budget. 3 quotations are not required as the expenditure is a smaller purchase under £500. **[ACTION CLERK]**

56.2/26-27 To discuss the repair to the entrance of the overflow car park and approve requesting quotations.

Resolved: It was unanimously agreed to obtain quotations for the repair of the surface at the entrance to the overflow car park. **[ACTION CHAIR]**

56.3/26-27 To approve the cost £65.10 excluding VAT for a larger sign and fixings showing the car park barrier gate locking times.
Resolved: The Council unanimously approved the expenditure of £65.10 excluding VAT, it was agreed this expenditure would come from the Village Maintenance budget. The Clerk was asked to order the sign. **[ACTION CLERK]**

56.4/26-27 To organise the next Village Inspection.
Cllr Barnett and Cllr Bosley agreed to carry out the inspection.

56.5/26-27 To agree to the additional usage of the recreation ground by Challow Sports football for 1 year only on a Monday evening 5:30 till 7:30 and on a Sunday morning 9:30 till 12:00.
Following the entry in the June minutes; Correspondence has been received from Challow Sports regarding their request to increase the usage of the recreation ground. New information was received confirming 63% of the players are resident in East Challow. The request was made for the additional use for 1 year only.
This was discussed and Councillors agreed in principle that the additional Monday evening and Sunday morning could be added to the agreement for 1 year only. It was agreed that this would go on the agenda for July to allow this to go on the noticeboards, ensuring transparency and giving an opportunity for Villagers to respond.

Resolved: The Council unanimously agreed to add the following usage of the recreation ground to the Challow Sports agreement, Monday 5:30 – 7:30 and Sunday 9:30 – 12:00, this would be for 1 year ending in July 2027.

57/26-27 Neighbourhood Plan
57.1/26-27 To confirm the reviewing arrangements for the Neighbourhood plan.
An ex-Cllr has agreed to look at the Neighbourhood Plan and confirm if any updates need to be added, they have agreed to contact Bluestone Planning regarding any changes.

57.2/26-27 To approve obtaining a quotation from Bluestone Planning to check the Neighbourhood plan meets the current guidelines.
Resolved: The Councillors unanimously approved to obtain a quotation from Bluestone Planning for amendments to the Neighbourhood Plan. This will be received at the September meeting.

58/26-27 Standing Agenda Items, to receive update and agree actions
58.1/26-27 Parish Cemeteries.

To consider quotations for the project to landscape areas of the Vicarage Hill Cemetery to create more burial plots and to replace the hedge.

3 quotations were received and discussed.

Resolved: It was unanimously agreed to replace the hedge with a Laurel hedge. Cllr Gregson will present the information at the September meeting to allow a decision to be made. It was confirmed that CIL money would be used to fund these works. **[ACTION AG]**

To note the recent box hedge encroachment issues in the Vicarage Hill Cemetery and ratify the expenditure of £80 to rectify.

A parishioner contacted the Council on 15/06/26 reporting part of the box hedge had collapsed onto a grave. It was arranged with the Grounds Maintenance contractor to clear this immediately.
Resolved: The Council unanimously ratified the expenditure of £80 for cutting back the box hedge encroachment onto a grave. The Council approved that this expenditure would come from the grounds maintenance budget.

58.2/26-27 Allotments
All the allotments are now allocated, any parishioner that now requests an allotment will go on the waiting list. Cllr Webb requested that allotment invoices should go on the agenda to be discussed at the September meeting.

58.3/26-27 Traffic/Highways including:

Parking within the village.
No new parking issues have been reported.

Speeding within the Village/including road issues.
Vehicles continue to exceed the speed limit on the A417 within the village particularly early morning and late night.
Cllr Gregson reported that the noisy drain cover issue on the A417 had still not been rectified, this is being chased by the CCllr Jenny Hannaby. See minute reference 54.1/26-27 for more information.

To receive an update on the Community Speed watch Team.
Lee Turnham Community Speed Watch Co Ordinator TVP has confirmed that the speed watch kit is being assembled, Cllr Gregson has updated the CSW Team.

Speed Indicator Displays (SID's).
It was noted that both the SIDs were working.

To receive an update on the speed reduction measures on Letcombe Hill and the planned meeting with OCCH.
The Clerk confirmed that she had emailed OCC to request a site meeting with OCCH to discuss dragon's teeth (road markings) the location of the HGV signs and their size. It has been confirmed by OCC that they have agreed to a site meeting, this is hoped to be arranged during the week of the 21st July. It was reported that the HGV sign near the Cricket Club is being obscured by trees, the Chair will ask the Cricket Club to cut the trees back.
[ACTION CHAIR]

58.4/26-27 Grounds Maintenance
The Council received 2 months' notice of termination from Jeremy Hanham the contractor who has the grounds maintenance contract for schedule A. The Clerk obtained 3 quotations to finish the 26-27 schedule A contract.
Resolved: The Council unanimously agreed to offer the work to Whitehorse Horticulture. It was agreed that in January the Clerk would start the process of gaining quotations for a schedule A grounds maintenance contractor for the 27-28 contract.

58.5/26-27 Time Capsule
To receive an update on the preparation of the time capsule.
Cllr Hayes confirmed that the school have the following to go into the capsule;
A school newspaper, photos the children have taken of the school, letters from the children to the people opening the capsule. The Children have also been asked to bring in some small objects that they feel hold importance and would like to share in the capsule. In addition, Cllr Hayes will supply;
A copy of the Challow News, a copy of the Seven Beautiful Parishes of Southwest Oxfordshire leaflet and a copy of the Wantage Herald, if there is room.
It is planned to bury the capsule at approx 11:00 on Wednesday 15th July.
Cllr Hayes will supply the Clerk and the school with a copy of the Health and Safety file on completion.

58.6/26-27 Recreation Areas
To receive a report from the Pavilion Working Group.
There was nothing to report as no meeting had taken place.

To discuss charging for use of the recreation ground from September 2026 and agree a range of charges.
A discussion took place regarding the charging of fees. The Clerk supplied the Council with a charging structure from the OPFA.
Resolved: The Council asked that the Clerk email Challow Sports and request information on current membership, predicted membership and the cost of the subs per year. Cllr Bosley

confirmed that she would try and obtain some more information for the September meeting. **[ACTION CLERK]**

To review and approve changes to the Challow Sports agreement.
Resolved: The Councillors unanimously agreed the changes to the Challow Sports agreement and the Clerk was asked to send to Challow Sports for signing. **[ACTION CLERK]**

To discuss cutting the trees back over the MUGA and approve obtaining quotations.
It was agreed by all Councillors that the trees over the MUGA had not been cut back for some years, some trees are located in the neighbouring garden but overhang the MUGA. The Clerk was asked to obtain quotations for these works**. [ACTION CLERK]**

To receive a report following the visual play inspection checks.
There was nothing to report.

To an update of the date of the ROSPA play area inspection.
No date has been received so far.

To receive an update on the replacement of the pavilion doors.
3 quotations were received. A discussion took place regarding the cost of replacing he pavilion doors.
Resolved: The Council agreed that 2 quotations would be re considered once information has been confirmed with the contractors. **[ACTION AG/VB]**

To discuss the installation of a 2nd picnic bench on the recreation ground with grant funding.
This is ongoing.

A motion without notice to extend the meeting until 22.15 was unanimously agreed.

59/26-27 To receive Correspondence and agree actions or approve responses.
Further correspondence has been received from the parishioner regarding the handrail on the steps leading onto Letcombe Hill. The parishioner is enquiring if handrails could be requested. The clerk was asked to respond to the parishioner and ask them to report he issue on fix my street. It was also decided to ask the DCllr and CCllr to help with this matter as we are not sure who owns the steps. **[ACTION CLERK]**

A thank you has been received from the parishioner who requested the basketball backboards and nets.

Correspondence has been received regarding fire safety laws for parish councils, Cllr Barnett agreed to produce a risk assessment for the pavilion, this will be received at the September meeting. **[ACTION JB]**

A thank you has been received from St Nicholas Church PCC following the donation towards servicing the church clock.

Correspondence has been received from a local yoga teacher requesting permission to use the recreation ground for yoga classes.
The Council agreed in principle to offer 2 morning sessions per week using the area between the pavilion and the school.
As the area is a Parish Recreation Ground the Clerk will check with the Council's Insurance Company (Clear Councils) regarding the insurance requirements.

Correspondence has been received from OCC regarding Oxfordshire's rural A and B class road network consultation, a response is required by the 18th September. A response will be prepared and approved on the September agenda

Correspondence has been received from the Group Lead Volunteer for Challow Beavers, Cubs and Scouts to ask if water can be used from the recreation ground supply at a picnic on the 13th July. The Parish Council agreed to this request.

60/26-27 Matters for future discussion.

Biodiversity Policy/plan, a response to the Oxfordshire's rural A and B road network consultation, Pavilion fire risk assessment.

61/26-27 To report on the list of items included in the September edition of Challow News

Parish Councillor vacancy, CSW team update, dog fouling

62/26-27 To agree the date of the next meeting: 9th September 2026

There was no further business transacted, the Chairman closed the meeting at 22:15

Signed Chair..

Date....................................

Vanessa Bosley
Chair of the Council

9th September 2026