

Minutes of the Meeting of East Challow Parish Council, Wednesday 10th February 2016 at 7.30pm at the Village Hall

Present: Cllr Vanessa Bosley, Cllr Iris Game, Cllr Frances Webb, Cllr Pat Gill, Cllr Bryan Miller

Clerk/Finance Officer: Julia Evans

County and District Councillor:

Members of the Public: Phil Knight (Parish Planning Committee)

		Action
38/16	APOLOGIES FOR ABSENCE: Apologies received from Cllr Terry and Cllr Constance.	
39/16	MINUTES OF MEETING HELD 13th JANUARY 2016 Cllr Webb proposed approval of the minutes of the monthly Parish Council Meeting held on 13 th January 2016. Cllr Game seconded. RESOLVED.	
40/16	DECLARATIONS OF INTEREST: Cllr Game declared an interest in agenda item 14.	
41/16	PUBLIC DISCUSSION TIME: Members of the public had nothing to raise with the Parish Council.	
42/16	COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS: Cllr Constance sent a written report which had previously been circulated to all councillors, in which she reported that she would be prepared to support the Parish Council at the planning committee meeting on 15 th February in support of the objection to the proposed development at Challow Park. Cllr Constance also stated that she would be attending the developers consultation on proposals for a new development at Park Farm. She also urged the Parish Council to move forward on a Voluntary Restraint Order for Cornhill Lane.	
43/16	POLICING REPORT: A police report was not available. It was reported that there will be a Have Your Say meeting on Saturday 13 th February.	
	MATTERS ARISING	
44/16	SPEED MONITORING It was reported that the surrounding parishes had responded regarding the Community Speedwatch. Some were unable to commit due to other pressures on their funds and others were not able to join the scheme unless there were at least ten parishes involved. East Challow Parish Council does not have the funds to purchase the equipment outright. It was agreed to add the project to the Parish Council's wish list and review it again at the November meeting.	CLOSED
45/16	SIGNS FOR THE ROYAL BRITISH LEGION The Clerk reported that the request to install signs for the Royal British Legion had been resubmitted through a different channel. Awaiting a response.	Clerk
46/16	ASSET REGISTER It was noted that the new floodlights are missing from the asset register. The Clerk has circulated a printed copy of register. Work is ongoing.	Ongoing
47/16	GRANTS POLICY Clerk to create a draft for consideration by the council. Carried forward.	C/F: Clerk
48/16	STREET LIGHTING Cllr Terry sent a report via the Clerk. The street light opposite Pine Lodge had been reported on 27 th January and was reported again on 3 rd February as it was still not lit. Cllr Gill to keep an eye on it.	PG
49/16	THE VILLAGE GREEN Mr Rumsey has spoken with the gas contractors about the way they left the Village Green after completing their work and has confirmed that everything is now OK. At a previous meeting it was reported that SSE have damaged the village green during the installation of the electricity for the new traffic lights. The damaged area	CLOSED

	<p>needs to be re-seeded or turfed as it is full of weeds. The Clerk reported that SSE were due to send someone out to have a look on Friday 12th February.</p> <p>It was reported that one of the posts has been knocked over again. Mr Wise has quoted a standard price for re-instating posts of £10 per post. Reinstatement of the posts is outstanding.</p> <p>At a previous meeting Cllr Bosley reported that shrubs on the village green needed to be pruned. Mr Wise will do this in due course.</p> <p>At the December 2015 meeting was reported that four posts had been removed from the village green to enable a large vehicle to access a local business. Although the posts were reinstated the job was not done correctly and further work is required. It was pointed out that this should not be done again; that the posts protect the village green from erosion and encroachment. The situation will be monitored.</p>	<p>Clerk</p> <p>C/F</p> <p>C/F</p> <p>Ongoing</p>
50/16	<p>NEW COUNCILLOR PACKS</p> <p>The clerk is preparing information packs for new councillors. Ongoing.</p>	C/F: Clerk
51/16	<p>VILLAGE PROJECT/WISH LIST</p> <p>Noticeboard for Nalder Fields: At a previous meeting it was reported that Bewley homes had offered to purchase a single door notice board if the parish council would pay for planning permission and agree to publicity for the board and the new crossing. Cllr Bosley reported that a single door notice board was not large enough. The clerk has written back to Bewley homes twice agreeing to their terms if they agree to purchase a double door notice board but has still not received a response. Cllr Bosley has telephoned Bewley Homes and left a message. Awaiting a response.</p>	VAB
52/16	<p>VILLAGE CAR PARK</p> <p>It was reported that work on the car park is in progress. There was some concern over the surface which councillors felt to be inadequate as it is not thick enough. Cllr Bosley to discuss with Mr McMahon. The meeting agreed that the newly installed posts should be painted white and reflectors added to aid visibility in the dark. The Clerk has written to Thames Travel regarding buses turning in the car park. Thames Travel have stated that they will inform their drivers not to do this. The scrub area will need tidying up and regularly maintained. Mr Wise has provided a quote to maintain the scrub area. Awaiting a quote from Tony Craddock who has been asked to quote to carry out the tree work.</p>	<p>VAB</p> <p>CLOSED</p>
53/16	<p>VEHICLES ON CHILDRY BRIDLEWAY</p> <p>At the December meeting it was reported that a vehicle was driving along Childrey Bridleway every morning taking children to school. The Clerk has written to PCSO Pack, the Countryside officer and West Challow Parish Council. No response has yet been received.</p>	
54/16	<p>ROAD DRAINS</p> <p>At a previous meeting it was reported that road drains around the village are silted up, with those in Letcombe Hill requiring urgent attention. This has been reported to OCC. Mr Knight noted that OCC had been seen in the village but he was not sure whether all the drains had been cleared. Cllr Bosley reported that the drain on the Village Green had been cleared.</p>	CLOSED
55/16	<p>DEFIBRILLATOR PROJECT</p> <p>It was reported that SSE have organised a photoshoot with members of the parish council to publicise the grant they have awarded.</p> <p>The door on the telephone kiosk has been replaced but members of the parish council are unhappy with it. Cllr Miller has written a draft letter for the clerk to send to BT.</p> <p>Clerk to apply for listed building consent to install the defibrillator.</p>	<p>Clerk</p> <p>Clerk</p>
	AGENDA ITEMS	
56/16	<p>PLANNING MATTERS:</p> <p>P15/V2545/O – Amendments to proposal for 35 homes on land at Challow Park (including the former Council Depot). It was reported that the Parish Council</p>	

	<p>objection to the initial application had been submitted to the Vale. Letters from the applicants to the Vale in response to the Parish Council objection were discussed. The Planning Committee reported that it had stopped working on a review of the amended application as notification had been received that the matter was to go before the Vale Planning Committee on 15th February.</p> <p>The meeting agreed that the Parish Council objection still stands. Mr Knight agreed to attend the Vale Planning Committee meeting on 15th February. Clerk to ask Cllr Constance to attend in support of East Challow Parish Council.</p> <p>Cllr Bosley stated that she wanted to get the status of East Challow reassessed since the village only fell into the Large Village category by one point. Clerk has been in discussion with East Hanney Parish Council but has yet to establish how the reassessment should be carried out. To be discussed in detail with Cllr Constance.</p> <p>P15/V2951/HH – Nanteos, 5 Sarajac Avenue. Two storey side extension and single storey rear extension. It was agreed that there were no objections to this application. Permission has been granted.</p> <p>P15/V2969/HH – Windmill Bungalow, Ickleton Road. New outbuilding to include garage, workshop and car port. It was agreed that there were no objections to this application. Permission has been granted.</p> <p>P14/V0298/FUL-ECH – Proposal for 50 dwellings at land behind Windmill Place (amended plans). The Parish Council has objected. Awaiting a decision by the Vale.</p>	<p>PK/Clerk</p> <p>VAB/PK</p> <p>CLOSED</p> <p>CLOSED</p>
57/16	<p>ACCOUNTS</p> <p>Cllr Miller proposed approving the payments. Cllr Bosley seconded. RESOLVED. It was agreed that the cheque for McMahon Developments should be held back until the work on the car park had been signed off.</p> <p>2016/17 Budget</p> <p>The revised budget statement was presented to the meeting which included the previously agreed estimates for Oxfordshire together. The meeting resolved to adopt the proposed budget for 2016/17.</p>	<p>CLOSED</p>
58/16	<p>OXFORDSHIRE TOGETHER</p> <p>Cllr Webb and the Clerk reported on a meeting they attended on 2nd February which gave an update on the latest situation. The maps showing the areas covered by each parish, along with an indication of the grant available, should be released any day now. The meeting agreed that the matter cannot be finalised until these are received.</p>	<p>Ongoing</p>
59/16	<p>S106 FUNDS</p> <p>S106 Funds from Stockham Park development – It was reported that a S106 Claim form had been submitted but East Challow would not be awarded any funds for football or rugby as these had been allocated to Wantage. Clerk to revise the claim form in respect of tennis provision.</p> <p>S106 application for funds from the Challow Park Development – A list of proposed projects suitable for S106 funding from this development has been sent to the case officer. He has said this will not be reviewed until after 15th February.</p>	<p>Clerk</p> <p>Ongoing</p>
60/16	<p>VILLAGE HALL MANAGEMENT COMMITTEE</p> <p>Cllr Bosley reported that Mr and Mrs McGill are retiring in June. The Parish Council needs to help establish a new management committee for the Village Hall. The village needs to be made aware that the hall is in danger of closing if a management committee cannot be established. Mrs Knight has asked for this to be advertised on the website. It will also be put in the Challow News. A letter is to be sent to all village organisations and clubs inviting them to put forward a representative for the Village Hall Committee. Cllr Bosley to draft a letter in conjunction with Suzanna Swift and Denise Knight.</p>	<p>VAB</p>
61/16	<p>RECREATION AREA</p>	

	<p>Play Area: Mr Wise has been asked to replace the rotten wood edging next to the swings. This has not yet been done but Mr Wise is aware of it at will do it during the winter months when there is less grass cutting to do.</p> <p>At a previous meeting it was agreed that Cllr Bosley would walk around the area with Mr Wise to see which of the wooden edges he is able to repair. The meeting has now been held.</p> <p>Cllr Miller noted that the dog fouling signs need to be replaced and he agreed to do this.</p> <p>Football Pitch: The Clerk reported that Mr Brewer had asked if there was any work his group could do in the recreation ground. Cllr Bosley suggested that they could cut back the overgrowth on the east side of the pitch near the gate. Clerk to speak to him.</p> <p>There is a large dip in the sand at the goal mouth nearest to the pavilion which needs to be filled in. Cllr Bosley reported that Mr Wise will look into this. The meeting agreed that a second pitch was required in order that the existing pitch could be repaired.</p> <p>Clerk to look at grants from Sport England and possibly write to Oxford United to see if funding can be found to resurface the pitch.</p> <p>The Clerk has informed all teams playing on the pitch that the lights will not be repaired this season. They are welcome to continue playing until the end of the season but do so at their own risk. As the lights are not working properly the teams will not be charged for using the pitch. It was noted that the lights are still being used. It was also noted that the toilet door had been left unlocked last Monday evening and that the toilet light had been left on on several occasions. Clerk to ask the teams to close up properly when they finish for the evening and to ensure that all lights are switched off.</p> <p>A booking system is required for the summer months to avoid conflicts on the pitch in the future. To be discussed at a later date.</p> <p>Tennis Court: It was reported that the tennis court had been swept on 27th January, but will need regular sweeping. It was not established who would do this.</p> <p>Allotments: At a previous meeting it was reported that one allotment holder had requested a water trough and they were asked to provide a picture showing what they required. No picture has been provided and there are no funds available to purchase a trough this year.</p>	<p>C/F DW</p> <p>CLOSED</p> <p>BM</p> <p>Clerk</p> <p>DW</p> <p>Clerk</p> <p>C/F: Clerk</p> <p>CLOSED</p>
62/16	<p>PAVILION:</p> <p>At a previous meeting it was agreed that a working party will be set up to clean out the pavilion at the end of the football season.</p> <p>Cllr Webb reported that some concrete is missing on the manhole cover behind the pavilion, between the pavilion and the play area. Cllr Terry agreed to look into this.</p>	<p>C/F to April VAB/FW</p> <p>ST</p>
63/16	<p>HEAVY TRAFFIC ON LETCOMBE HILL</p> <p>Cllr Game reported that she had contacted OCC School Transport as school coaches were causing congestion and traffic problems. Some has agreed to come out, survey the area and see the problem.</p>	<p>C/F IG</p>
64/16	<p>REVIEW OF EMERGENCY PLAN</p> <p>Clerk to email the amended document with paper copies to Cllr Bosley and Cllr Webb. To be discussed at the next meeting.</p>	<p>C/F All Councillors</p>
65/16	<p>GOVERNANCE</p> <p>Financial Regulations – Cllr Webb reported that figures quoted within the regulations needed to be discussed at the next Finance Committee meeting. Clerk to arrange a Finance Committee meeting.</p>	<p>Clerk</p>
66/16	<p>GROUNDS MAINTENANCE</p> <p>Tree Inspections: Cllr Bosley reported that this should be completed as part of the annual inspection of assets. The date for this will be decided at the AGM.</p> <p>Bollard for Old School Lane: Mr Wise has completed the installation of the bollard.</p> <p>Top Cemetery: Both corners of the ashes area have been tidied up and new laurels</p>	<p>CLOSED</p>

	<p>have been planted. A quote has been received for landscaping the scrub area on the left hand side of the entrance to the cemetery to create more space for ashes burial. Budget has been allocated for 2016/17 financial year. To be discussed further at the next meeting.</p> <p>Cllr Bosley reported that some of the graves which did not have regular visitors were becoming very untidy and this needs addressing. Mr Wise has agreed to tidy them up. Cllr Bosley to speak to Mr Wise.</p> <p>It was reported that as a result of a recent burial a headstone had been taken down and left on an adjacent grave. Mr Wise to be asked to move the headstone back onto the relevant grave.</p> <p>Cllr Bosley reported that an inappropriate floral memorial had been placed on a grave. This matter needs to be reviewed should other oversized memorials appear.</p> <p>New Cemetery: Mr Craddock has cut back the beech hedge to the right of the gate. Clerk to remind Mr Craddock to send his invoice. He still has an ivy clad cherry tree to cut down in the top cemetery. Clerk to remind him that the work is outstanding.</p>	<p>C/F</p> <p>C/F: VAB</p> <p>Clerk</p>
67/16	<p>ENVIRONMENTAL MATTERS</p> <p>New Litter Bin: Mr Wise has collected the bin from Cllr Game and is storing it until it can be installed. Clerk to ask him to quote for the installation of the bin.</p>	Clerk
68/16	<p>FOOTPATHS AND PAVEMENTS</p> <p>DMMO Request: Work of the DMMO application is ongoing. The Clerk reported that OCC will not implement an STRO. We need to instigate a Voluntary Restraint Scheme. It was reported that Mr Alder has asked that we don't write to the motorised user groups until after the meeting with the OCC Countryside officer on 17th February. Cllr Webb agreed to attend the meeting and report back.</p> <p>A DMMO/STRO meeting will be arranged after 17th February.</p> <p>Other Footpaths: At a previous meeting the possibility of using Community Payback to clear Childrey Lane of leaves and rubbish and to cut back the vegetation at the sides was discussed. Clerk has reminded Cllr Constance who agreed to look into this. Cllr Webb provided a contact number. Clerk to follow this up.</p> <p>It was reported that Mark Sumner had agreed to look into the state of the footpath behind the house called The Old Apple Yard near the Nalder Fields Estate. This has been reported to Cllr Constance who has agreed to look into it (see minute reference 270/15 above). Clerk has emailed the new Countryside Officer about this.</p> <p>Damaged Fence</p> <p>It was reported that the damaged fence along the footpath behind the Goodlake Arms has been repaired. The meeting thanked Mr Terry for this.</p>	<p>C/F: FW/Clerk</p> <p>Clerk/FW</p> <p>Clerk</p> <p>CLOSED</p>
69/16	<p>PARISH COUNCIL WEBSITE</p> <p>The website has been updated and is currently being populated. Cllr Miller asked for copies of the photo from the SSE photoshoot to be put on the site. Cllr Game reported that she had been promised some photos of the village from yesteryear. Cllr Webb suggested contacting Mary Mann for a potted history of the village. Mrs Knight has promised to put some words together for the village hall. It was agreed to contact local organisations for information to go on the site, specifically the Cricket Club, the WI, the Church Fellowship and the RBL.</p>	Clerk/VAB/IG/FW
70/16	<p>RESIGNATION OF COUNCILLORS</p> <p>It was noted that this will be Cllr Miller's last meeting. Cllr Miller was thanked for all his work on the Parish Council. He offered to continue to help with village matters when he can.</p> <p>It was reported that Cllr Terry has tendered her resignation and will step down after the March meeting.</p> <p>It was agreed to advertise for new councillors on the website, in the Challow News and on the noticeboards.</p>	
71/16	<p>2016 VILLAGE FETE</p> <p>The meeting agreed to hold the fete on 25th June in order to avoid conflicts with other events being held locally. It will still be in celebration of the Queen's 90th</p>	

