

Minutes of the Meeting of East Challow Parish Council, Wednesday 9th March 2016 at 7.30pm at the Village Hall

Present: Cllr Vanessa Bosley, Cllr Iris Game, Cllr Frances Webb, Cllr Sue Terry (from 8.30pm)

Clerk/Finance Officer: Julia Evans

County and District Councillor:

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

		Action
76/16	APOLOGIES FOR ABSENCE: Apologies received from Cllr Constance and Cllr Gill. Cllr Terry sent apologies in advance for late arrival. Mayor St John Dickson sent his apologies for being unable to attend for item 5 on the agenda.	
77/16	MINUTES OF MEETING HELD 10th FEBRUARY 2016 Cllr Webb proposed approval of the minutes of the monthly Parish Council Meeting held on 10 th February 2016 subject to amendments. Cllr Game seconded. RESOLVED.	
78/16	DECLARATIONS OF INTEREST: Cllr Game declared an interest in agenda item 16.	
79/16	PUBLIC DISCUSSION TIME: Members of the public had nothing to raise with the Parish Council.	
80/16	PRESENTATION FROM KA'S A request had been received from Mayor Dickson for members of KA's to present their proposals to develop a cricket academy at the school's west site to the Parish Council. Mayor Dickson was unable to attend due to bereavement and the two presenters also sent their apologies due to illness. They will contact the Parish Council again when they are ready to make their presentation.	
81/16	COUNTY COUNCIL AND DISTRICT COUNCIL MATTERS: Cllr Constance was unable to attend.	
82/16	POLICING REPORT: A general police report was previously circulated to councillors. Cllr Bosley reported that parking in St Nicholas Place was becoming an issue again. Cllr Bosley to contact PCSO Pack.	VAB
	MATTERS ARISING	
83/16	SIGNS FOR THE ROYAL BRITISH LEGION The Clerk reported that Lee Turner had approved a sign at the junction of Main Street and Letcombe Hill. The Royal British Legion has agreed to cost and they have been put in touch with Lee Turner. Clerk to check progress.	Clerk
84/16	ASSET REGISTER The Clerk has previously circulated a printed copy of register. Clerk to check the status with a target of adoption at the May meeting.	Clerk
85/16	GRANTS POLICY Clerk to create a draft for consideration by the council. Carried forward.	C/F: Clerk
86/16	STREET LIGHTING No problems have been reported. Clerk to ask Cllr Gill if she has noticed any issue.	Clerk
87/16	THE VILLAGE GREEN 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 needs to be re-seeded or turfed as it is full of weeds. SSE were due to send someone out to have a look on Friday 12 th February. Cllr Bosley to check whether anything has been done. It was reported that one of the posts has been knocked over again. Mr Wise has taken the posts ready to complete the installation.	VAB C/F

	<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. It was agreed that this matter can now be closed.</p>	<p>C/F</p> <p>CLOSED</p>
88/16	<p>NEW COUNCILLOR PACKS</p> <p>The clerk is preparing information packs for new councillors. Ongoing.</p>	C/F: Clerk
89/16	<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. Still awaiting a response. Cllr Bosley agreed to try again, but felt that as the publicity has now been done Bewley Homes may not now donate a notice board.</p>	VAB
90/16	<p>VILLAGE CAR PARK</p> <p>It was reported a meeting was held on site and the job has been signed off. It was noted that the work is covered by a ten year warranty.</p> <p>The meeting agreed that the newly installed posts (which had been installed to narrow the opening) should be painted with reflective paint. Mr Knight agreed to do this.</p> <p>The scrub area will need tidying up and regularly maintained. Mr Wise has provided a quote to maintain the scrub area. Mr Craddock has submitted a quote of £320 for the tree work. Cllr Bosley proposed accepting the quote. Cllr Game seconded. RESOLVED. Clerk to inform Mr Craddock to schedule the work. We will need to know when the work is to be carried out so that residents can be informed.</p>	<p>CLOSED</p> <p>PK</p> <p>Clerk</p>
91/16	<p>VEHICLES ON CHILDREY BRIDLEWAY</p> <p>At the December meeting it was reported that a vehicle was driving along the Childrey Bridleway every morning taking children to school. The Clerk has written to PCSO Pack, the Countryside officer and West Challow Parish Council. It was reported that PCSO Pack was going to check whether anyone from the farm or St Nicholas School had special rights to drive vehicles along the bridleway. It was noted that vehicles are still using the route which is causing a health and safety risk. Further, vehicles are parking along the bridleway near the school and blocking access. Clerk to write to PCSO Pack and the Countryside officer again. Clerk to ask PCSO Pack to monitor the situation at both ends of the school day.</p>	Clerk
92/16	<p>ROAD DRAINS</p> <p>Cllr Game reported that water was coming up out of a drain in the middle of the road, near the Goodlake Arms. Cllr Bosley to investigate.</p>	VAB
93/16	<p>DEFIBRILLATOR PROJECT</p> <p>It was noted that the Parish Council were unhappy with the state of the door on the telephone kiosk. However, it was agreed to take it on board and tidy it up as part of the installation as BT has now completed the transfer of ownership.</p> <p>Clerk to circulate information on defibrillators to councillors and also to apply for listed building consent to install the defibrillator in the kiosk.</p>	Clerk
	AGENDA ITEMS	
94/16	<p>PLANNING MATTERS:</p> <p>P16/V0160/FUL – Proposed portacabin alongside workshop at Unit 11, W&G estate. The Parish Council had no objections to this application.</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 Mr Knight spoke on behalf of East Challow Parish Council at the Vale Planning Committee meeting on 15th February. However the application was approved. Cllr Bosley reported that there were some issues with the minutes of that meeting; some key points had been missed. Cllr Bosley is in correspondence with the Vale over this.</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>Planning Committee Report: Mr Knight reported that the Wantage and Grove Campaign Group had stated that the Five Year Housing Land Supply would be published in April. He noted that a screening application had been submitted for the Park Farm proposal. Cllr Bosley noted that the Parish Council’s concerns over the highways issues needed to be put in writing and officially sent to OCC Highways. It was reported that the village reclassification request had been submitted to the Vale.</p> <p>A request has been received from a developer to discuss ‘land to the west of East Challow’ with the Parish Council. They will attend the April meeting. It is unclear what land is being referred to. The developers are to be asked to bring a map. It was noted that a planning committee meeting needed to be arranged. Mr Knight to organise this.</p>	<p>VAB</p> <p>PK/VAB</p> <p>Clerk</p> <p>PK</p>
95/16	<p>ACCOUNTS</p> <p>Cllr Webb proposed approving the payments. Cllr Game seconded. RESOLVED.</p>	
96/16	<p>OXFORDSHIRE TOGETHER</p> <p>It was reported that there was a delay in issuing the maps. The agency agreements need to be approved by the OCC Cabinet on 18th April. Clerk to chase Tim Shickle for the maps.</p>	Clerk
97/16	<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. This is in progress.</p> <p>S106 application for funds from the Challow Park Development – The case officer has reviewed the list of S106 projects and outlined the sums to be included in the negotiations. A meeting has been arranged with Beth Elkins, Community Infrastructure support officer, to discuss S106 payments.</p>	<p>Clerk</p> <p>Ongoing</p>
98/16	<p>VILLAGE HALL MANAGEMENT COMMITTEE</p> <p>Cllr Bosley reported that notices have been published in Challow News and on the website requesting volunteers. There has been no response so far. 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>	VAB
99/16	<p>VICERAGE HILL CEMETERY</p> <p>It was reported that the last ashes plot has now been sold. It was agreed that the two bottom corners would not be used as they were unsuitable. The meeting agreed that the empty plots at the top of the cemetery could be used for ashes in the short term. Two additional quotes are required for the landscaping work. Cllr Bosley to invite Paul (3, The Park) and Nick Holt to submit quotes.</p>	VAB
100/16	<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 and will do it during the winter months when there is less grass cutting to do.</p> <p>At a previous meeting Mr Miller noted that the dog fouling signs need to be</p>	<p>C/F DW</p> <p>BM</p>

	<p>replaced and he agreed to do this. Clerk to email Mr Miller to confirm.</p> <p>Football Pitch: At the February meeting the Clerk reported that Mr Brewer (Sunday morning rugby practise) 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>At the February meeting it was also noted that the toilet door had been left unlocked on a Monday evening after a training session and that the toilet light had been left on on several occasions. The Clerk has written asking 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. The meeting agreed that there is a need to decide on the 'vision' for the sports area.</p> <p>Tennis Court: It was reported that the tennis court had been swept on 27th January, but will need regular sweeping. Cllr Webb agreed to do this and she also agreed to deal with the nets.</p> <p>Allotments: It was noted that there are two people on the waiting list for allotments.</p>	<p>C/F: Clerk</p> <p>C/F: DW</p> <p>Clerk</p> <p>C/F</p> <p>FW/ST</p>
101/16	<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 confirmed that Mr Terry had agreed to repair this. It was also noted that the drain covers are broken. Mr Terry to be asked to look into this.</p>	<p>C/F to April VAB/FW</p> <p>ST/Mr Terry</p>
102/16	<p>HEAVY TRAFFIC ON LETCOMBE HILL</p> <p>Cllr Game reported that the situation with the buses was becoming much worse. She had been informed that the drivers had been instructed to use Letcombe Hill. Cllr Game to send contact details for OCC School Transport department to the clerk who will write to them.</p>	<p>Clerk</p>
103/16	<p>REVIEW OF EMERGENCY PLAN</p> <p>Clerk has emailed the amended document with paper copies to Cllr Bosley and Cllr Webb. To be reviewed and updated.</p>	<p>All Councillors/Clerk</p>
104/16	<p>GOVERNANCE</p> <p>Financial Regulations – Cllr Webb reported that a Finance Committee meeting had been held and the Financial Regulations had been updated. Cllr Webb proposed adopting the Financial Regulations. Cllr Game seconded. RESOLVED.</p>	<p>CLOSED</p>
105/16	<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>Top Cemetery: Also see minute 99/16.</p> <p>At a previous meeting Cllr Bosley reported that some of the graves which did not have regular visitors were becoming very untidy. Mr Wise has tidied the appropriate graves.</p> <p>At the February meeting 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>At the February meeting Cllr Bosley reported that an inappropriate floral memorial</p>	<p>CLOSED</p> <p>C/F Clerk</p> <p>Clerk</p>

	<p>had been placed on a grave. Clerk to check the cemetery rules on the size of memorials.</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>New Grounds Maintenance Contract: The Clerk reported that the new Grounds Maintenance contract needed to be signed. Clerk to arrange with Cllr Bosley and Mr Wise.</p> <p>Weed Control: Clerk to discuss weed clearance at the end of the Meadow and Cornhill Lane and ask Mr Wise what chemicals he proposes to use. A quote will be required.</p> <p>Posts at Recreation Ground car park – It was reported at the February meeting that Mr Wise had recommended installing some reflectors on the recently installed posts in the recreation ground car park as they are difficult to see in the dark. The meeting agreed but decided that the posts should be measured before the reflectors are ordered. It was agreed that this would be a job for the Odd Job Man when they have been recruited.</p>	<p>C/F Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>C/F</p>
106/16	<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>	C/F: Clerk
107/16	<p>FOOTPATHS AND PAVEMENTS</p> <p>DMMO Request: Cllr Webb reported that she had met with Arthur McEwan-James and Richard Alder to discuss Cornhill Lane. Mr McEwan-James has stated that we will not stop the 4x4s using the lane. He has suggested a voluntary restraint scheme. Clerk to write to GLASS about this. Signs will also be required. Clerk to ask him if he has a contact for the signs. It is necessary to keep a log of all complaints about the state of the lane. A note to be put in the Challow News asking people to report problems to the Clerk.</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. Cllr Webb provided a contact number. Clerk to follow this up. 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). Clerk has emailed the new Countryside Officer about this.</p>	<p>Clerk</p> <p>Clerk</p>
108/16	<p>PARISH COUNCIL WEBSITE</p> <p>Cllr Game has provided some photographs for the website kindly loaned by David Illott. Cllr Bosley has asked Mary Mann and Colin Moss for some words about the village hall and for some village history. Population of the site is ongoing.</p>	Ongoing
109/16	<p>RECRUITMENT OF NEW COUNCILLORS</p> <p>Notices are to be put on the Village noticeboards, the website and in Challow News.</p>	Clerk
110/16	<p>2016 VILLAGE FETE</p> <p>The first meeting of the fete group is to be held on 15th March. If the date for the fete can be moved to Sunday 26th June Emma Freebairn has agreed to chair the group. It was noted that the Village Hall is booked both days that weekend, so consideration will need to be given to a wet weather venue.</p>	
111/16	<p>DATE FOR ANNUAL PARISH MEETING</p> <p>The meeting agreed to hold the Annual Parish Meeting on 24th May 2016 at 8pm. Clerk to book the village hall.</p>	Clerk
112/16	<p>CLERK'S CORRESPONDENCE</p> <p>Need not Greed email. This had previously been circulated to all councillors. The organisers offered to attend Parish Council meetings to outline their cause. To be reviewed and feedback sent to the clerk.</p> <p>Letter to residents from WBCT. The meeting reviewed the letter but felt that it was</p>	All councillors

	only applicable to specific residents.	
113/16	<p>ITEMS FOR CHALLOW NEWS</p> <p>Items to be included in the next Challow News article:</p> <ol style="list-style-type: none"> 1. Notice urging people to report issues with Cornhill Lane 2. Advertisement for Parish Councillors 3. Oxfordshire Together – impact on precept. How much will this add to a band D property? 4. Village Hall management committee 5. Challow Park planning application 6. Website 7. Village Fete 	Clerk
114/16	<p>ANY OTHER BUSINESS</p> <p>Odd Job Man – Cllr Terry declared an interest and left the room. It was suggested that the Parish Council recruit an odd job man who could be engaged on a job by job basis. The meeting agreed to ask Mr Terry if he would be interested in taking on this role. Cllr Terry re-joined the meeting. She agreed to discuss the matter with Mr Terry.</p> <p>School Car Park – It was reported that the surface has lots of holes. It needs someone to fill them with hardcore. To be discussed at the April meeting.</p> <p>Community Speedwatch – It was reported that Hanney have purchased their own speedwatch kit. Clerk to write and ask whether East Challow could join forces with them in this initiative.</p>	ST Clerk
115/16	<p>DATE OF NEXT MEETING:</p> <p>The next meeting will be Wednesday 13th April 2016 at 7.30pm.</p>	

The meeting closed at 11.20pm