

Minutes of a Meeting of East Challow Parish Council

Held on Wednesday 10th April 2024 at 19:30, East Challow Village Hall

Public Session: No Comments

Members Present:

Chairman	Cllr V A Bosley (VB)
Vice Chair	Cllr F Webb (FW)
Members	Cllr T Hayes (TH)
	Cllr P Barrow (PB)
	Cllr B Miller (BM)
	Cllr I Crump (IC)
Clerk	Mrs J Smith
Litter Warden	Lewis Broyd (LB)

Public and press: None present.

Meeting started at 19.35.

311/24 To receive apologies for absence.

Cllr A Gregson

Cllr Constance who is convalescing.

Cllr Bethia Thomas

312/24 Declarations of Interests

312.1/24 To receive declarations of interest for items on this agenda.

Cllr V Bosley on Village Hall Committee

Cllr I Crump on Village Hall Committee

Cllr P Barrow as District Councillor

313/24 To approve the minutes of previous council meeting.

313.1/24 Meeting held on 13th March 2024

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

313.2/24 Matters arising from the minutes not elsewhere on the agenda.

293.6/24 The RFO requested clarification of previously received CIL monies, Cllr Bosley will respond to this request. **[ACTION VB]** Cllr Bosley had asked for confirmation of the CIL money received from the CIL team at OCC, no reply had been received, Cllr Bosley will follow this up.

301/24 The invoice for the OPFA has not been paid, the Clerk has requested a new invoice is emailed with the updated contact details. This will be passed onto the RFO for payment at the May meeting.

307/24 The Clerk contacted OCC tree planting, suggesting an alternative location on the OCC owned land by Goodlake House. Emails were exchanged asking if trees could be moved considering the location of the Suffolk Sign. No confirmation had been received by the Clerk.

Clerks Correspondence An email had been received from Challows Royal British Legion requesting a meeting with East Challow Parish Council to discuss support for each other and benefits this could bring for the local community. Cllr Bosley and Cllr Crump will attend. Cllr Bosley will arrange a meeting time. **[ACTION VB]** Although a meeting had not yet been arranged Cllr Bosley had a very positive discussion with Challow Royal British Legion, a meeting is to be arranged.

299/24 Cllr Miller wanted it noted that he did not agree with the information received from S Corrigan of Democratic Services regarding increasing the number of Parish Councillors.

304/24 Cllr Miller wanted it noted that he did not agree with the decision to place a seasonal, cut, tree on the green each Christmas, he felt that one should be planted.

.314/24 Chairman's Announcements

Cllr Bosley welcomed Lewis Broyd to the meeting.

315/24 Staffing Matters

315.1/24 To receive an update on the implementation of increased virus protection for the Clerk and RFO laptop.

Resolved: The RFO has purchased the additional Virus protection, and this has been installed on both the Clerk and RFO's laptop. The RFO will be arranging a time for the RFO laptop settings to be checked.

315.2/24 To increase the Clerk's contractual hours to 10 hours per week from 01/05/24.

Resolved: Proposed by Cllr Bosley and seconded by Cllr Webb to increase the Clerk's contractual hours to 10 hours per week from 01/05/24

316/24 To receive reports from District and County Councillors

316.1/24 Oxfordshire County Councillor

The report was received from CCllr Bethia Thomas.

316.2/24 Vale of the White Horse District Councillor

The report was received. Additionally, DCllr Barrow reported that he was investigating the local flooding issues and named areas in Letcombe Basset that are flooding regularly. OCC in their role as

Lead Local Flood Authority have funding available in the 2024/25 financial year (April 2024-March 2025) for priority action projects to reduce flooding from surface water run-off, ordinary watercourses, and groundwater. DCILr Barrow will be collating information and surveying the local brooks to see where the problems are and if funds could be applied for.

£40,000 had been spent by OCC on flooding issues for the A417, DCILr Barrow will be asking for more information on this under a FOI request.

317/24 To discuss and approve responses to requests for consultation on applications:

P24/V0662/FUL Location: Mellors of Challow Ltd Faringdon Road East Challow Wantage OX12 9TE
Description: Raising of Existing forecourt canopy to provide minimum of 5 meter clearance.

Response Date 14th April.

Resolved: It was unanimously agreed to submit the response of no objections

P24/V0583/FUL Location: Mellors of Challow Ltd Faringdon Road East Challow Wantage OX12 9TE
Description: Installation of 2No new 60,000 litre underground fuel storage tanks and reconfiguration of the forecourt area with new pump islands and above ground offset fills. **Response date 18th April.**

Resolved: It was unanimously agreed to submit the response of no objections

P24/V0690/HH Location: West View House Faringdon Road East Challow Wantage OX12 9TH
Description: Single storey extension with decking and 3 bay garage with office above. **Response Date 18th April**

Resolved: It was unanimously agreed to submit the response and comments of the following.

We have had a look at P24/V0690/HH. We have couple of concerns, namely, (i) the decking extends over Childrey Brook where there is a great deal of silt with very soft banks. You may know that this brook, further East at least, has contributed to the flooding on the A417. We would therefore wish to be sure that the support for the decking is sound, and (ii) the house outline in the Existing Floor Plan and Elevation shows the large house outline with bow windows, which do exist, and the smaller outline in the top left which has a completely different outline. There should at least be an explanation for the difference.

To note Planning authority decisions on application:

P24/V0142/HH Location: 3 Sarajac Avenue East Challow Wantage Description: Single storey rear extension **GRANTED.**

This was noted.

To note withdrawal of planning application:

P24/V0361/FUL Location: Location - Roadside Farm, Haynes Of Challow Ltd Faringdon Road East Challow Wantage OX12 9TB

Description - 'Food Van Near me' is a food trailer which will be parked in the car park of Haynes of Challow, near where the old food trailer used to be parked, this will need no new hard standing-structures or connection of services.

This was noted.

318/24 Finance 2023-2024**318.1/24 To approve the opening of a Barclay's Community bank account and decide who will be on the bank mandate.**

The difficulties of opening a Barclay's community bank account were discussed, the RFO is waiting for a call from the onboarding team to progress the account. This is a slow process; Cllr Webb will be going to Lloyds Banks in Didcot and will enquire if they can provide a community bank account. It was noted that the CO OP bank account remains above the £85,000 FSA limit.

Resolved: It was decided to approve the opening of a Barclay's Community bank account proposed by Cllr Miller seconded by Cllr Barrow. It was agreed that the same people would go on the Barclays mandate as were on the CO OP mandate. The forms were distributed and will be returned to the RFO, who will progress the opening of the Barclay's account. **[ACTION RFO]**

318.2/24 To agree the April 2024 payments.

The April payments were unanimously agreed. It was agreed that for the next meeting the payments would have the title, April payments to be paid in May, this would clearly detail the payment that are being approved at the meeting **[ACTION RFO]**

318.3/24 To note the March 2024 receipts.

The March receipts were noted.

Total staff costs for March 2024: 1,030.66

All other March payments:

Voucher No.	Date	Supplier	Description	Payment Ref	Net	VAT	Total
125	10/04/2024	Microsoft	licences - March	Debit card	20.60	4.12	24.72
126	10/04/2024	Ionos	Website	Direct debit	15.00	3.00	18.00
127	10/04/2024	Jeremy Hanham	ground maintenance	402881	860.00	-	860.00
128	10/04/2024	Wise Garden & Hedge	grass	402882	240.00	-	240.00
129	10/04/2024	Jane Smith	expenses	402883	74.76	8.40	83.16
130	10/04/2024	Lewis Broyd	expenses	402884	10.00	-	10.00
131	10/04/2024	Laura Pike	expenses	402885	58.30	10.47	68.77
Total							1,304.65

March receipts

Voucher No.	Date	Payer	Description	Payment Method	Total
52	26/02/2024	Ex employee	refund defib pads	online	113.48
Total					113.48

318.4/24 To note the reconciled bank account for 25/03/24 (latest bank statement)

This was noted. The bank reconciliation and statement were signed by Cllr Miller.

Bank Reconciliation at 25/03/2024

Cash in Hand 01/04/2023			77,462.85
ADD			
Receipts 01/04/2023 - 25/03/2024			78,447.95
			155,910.80
SUBTRACT			
Payments 01/04/2023 - 25/03/2024			45,687.35
A	Cash in Hand 25/03/2024		110,223.45
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	25/03/2024	0.00
	Cooperative	25/03/2024	111,099.42
	Barclays	25/03/2024	0.00
			111,099.42
	Less unrepresented payments		875.97
			110,223.45
	Plus unrepresented receipts		
B	Adjusted Bank Balance		110,223.45
	A = B Checks out OK		

318.5/24 To receive and approve the updated Asset Register.

The Asset Register was reviewed and discussed; the following points were raised.

The water pump needs to have the trough added to read, water pump and trough, the cost should be noted as £1.00 and the comment of irreplaceable should be recorded.

Cllr Miller enquired if the Lenovo Android tablets still existed, it was confirmed that they were still owned by East Challow Parish Council. The Chair would like to keep one as it is being used. It was decided that the rest should be recalled and wiped and passed onto a community group for use. 4 would then be taken off the Asset Register, but they should all remain on the Asset register for now. Cllr Bosley will recall these tablets. **[ACTION VB]**

The salt bins were discussed, and a question was raised of why there are 5 salt bins individually listed and there are 7 together, the RFO will be asked to clarify this.

It was requested that the RFO make any changes and research questions from the above points, The Asset Register would be put on the May agenda for approval. Cllr Bosley will talk to the RFO about the points above **[ACTION VB and RFO]**

318.6/24 To consider a grant application received from Challow Sports.

At the March meeting it was agreed that £2,000 should be paid to Challow Sports for materials to refurbish the current pavilion.

306.5/24 The list of materials that had been received from Challow Sports to improve the pavilion and allow it to be used, were discussed. It was felt that some of the items needed clarification. A maximum budget of £2000 was unanimously agreed, to get the pavilion into a working order.

Advice received from the OALC was that the Parish Council have the power to provide sporting facilities under various statutes but the best fit in these circumstances would be Local Government (Misc Provisions) Act 1976 s19(1)(d). It would be lawful to offer Challow Sports a grant for £2,000.

A grant application has been received from Challow Sports. It was unanimously agreed to award this grant and a cheque would be written to Challow Sports once they had opened a bank account in the name of Challow Sports. One of the conditions on the Grant Policy is that money can only be paid into a bank account of the name of the organisation applying for the grant. It was agreed that the cheque could be written between meetings to allow the refurbishment to start and recorded on the following meetings payment list as approval for this payment had already been minuted. The Clerk will inform Challow Sports that they have been successful in their application for a grant. **[ACTION CLERK]**

318.7/24 RFO report

The RFO is moving onto filing and recording based on the financial month. The RFO is unsure if payslip months were previously incorrectly entered, as it looks like there are two month 12 payslips. As it is March pay it is month 12, so the previous slips have the incorrect month on them. This will not be an issue going forward.

319/24 To review the matters arising from the Internal Audit for the 31st March 2023

The points on the audit were reviewed and the Clerk supplied information of how some of the recommended actions has been met.

It was noted that no more money had been spent on the New Cemetery. The RFO is currently working on a new spreadsheet to compare budgeted figures with what has been spent. The Clerk pointed out that the website may need some updating. The Clerk had discussed the audit with the OALC and they noted that East Challow Parish Council has made some progress on meeting the actions that had been recommended by the internal auditor.

320/24 Governing Documents – to review and approve policies.**320.1/24 Standing Orders 2023**

Resolved: Standing Orders 2023 (NALC standard) that were adopted on 21st June 2023 was reviewed and approved for use in 24/25 without amendment.

320.2/24 Financial Regulations 2023

Resolved: Financial Regulations 2023 (NALC standard) that were adopted on 21st June 2023 was reviewed and approved for use in 24/25 without amendment.

320.3/24 General Risk Assessment 2023 for use in 23/24

The risk assessment that was adopted for use on 21/06/23 was discussed, it was felt that some changes need to be made and some of the financial control measures needed further explanation. Cllr Hayes requested that check sheets be created to formalize the inspections required on the risk assessment. It was suggested that the RFO is asked to read the financial control measures, section 3, and feedback at the next meeting. The risk assessment will be reviewed again at the May meeting. **[ACTION RFO AND CLERK]**

320.4/24 Financial Risk Assessment and Management Register

The risk assessment was adopted for use on the 12/07/23. This was discussed and felt that more clarification was needed to how the risks are measured. It was agreed that the RFO would be asked to look at this document. It was felt that this could be a generic Risk Assessment, the Clerk will ask the OALC for more information about this. **[ACTION RFO AND CLERK]**

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

321/24 To discuss the Annual Parish Meeting planned for 22ND May 2024.

The booking for the Village Hall has been confirmed with the booking's secretary for the 22nd May 2024. It was agreed that tea and coffee would be provided. A speaker was discussed, but it was decided that this would not be needed this year. Cllr Bosley will supply the Clerk with a list of people to invite, invitations will be progressed by the chair and Clerk **[ACTION CHAIR AND CLERK]**

322/24 Update on the flood alleviation proposal adjacent to LJ & CA Cannings

No update had been received, it was noted that we were now in April and the planned works should have started.

323/24 Noticeboards

323.1/24 To receive an update on the already purchased noticeboard and if it can be adapted to free standing.

Cllr Gregson had made mounting posts for the notice board and requested a position and if permission was needed and confirmation of who would be putting this up. The posts are long enough to allow them to be put into the ground 600mm -1 m depending on the height required. Cllr Gregson confirmed that there was no cost to East Challow Parish Council.

A discussion took place about the location of the notice board, the position that was recommended by OCC would require planning permission. It was decided to investigate a different location, considering the difficulties of obtaining planning permission for the Suffolk sign that was still ongoing. Cllr Bosley reported that the noticeboard had originally been requested by villagers located

on the Crest Nicolson estate, Cllr Barrow will contact Crest Nicholson and ask if a noticeboard can be sited at the entrance to the estate. **[ACTION PB]**

324/24 Warm Spaces Project/Community Celebrations

324.1/24 To receive an update on the actions proposed for the Warm Spaces project; Risk assessment and DBS checks.

Cllr Barrow had made the changes to the risk assessment that had been received after the document was circulated. The risk assessment would be sent to Cllr Hayes and would be presented at the May meeting for approval. **[ACTION TH AND PB]**

324.2/24 To discuss the Community Celebration planned on 2nd June 2024 and incorporating remembrance of D Day 80.

At the March meeting £400 had been agreed to help fund the Community Celebration being organised by East Challow Parish Council and villagers. The Clerk had been asked to check with the OALC that this expenditure was lawful under the financial regulations. The advice received from the OALC;

The only advice we can give is to ensure that all groups taking part have adequately risk assessed their activities and that as the Parish Council is hiring the entertainer that they have insurance, a valid DBS check and a risk assessment for their entertainment. You would use s137 as the power to pay for the entertainer.

Cllr Bosley briefly mentioned some of the items arranged or that are being considered. The Royal British Legion would like to participate. First Aid cover had been offered.

325/24 To receive an update on a full tree inspection.

The Clerk reported that we had received an email from Matt Hirons, Tree manager, OCC for this area, informing us that we should be receiving the quotation very soon. We are also awaiting contact from Arthur McEwan-James to confirm the ownership of trees in Cornhill Lane. The Clerk had emailed OCC, several times during this month requesting an update on the progress of the quotation, DCllr Barrow had also requested an update. It was noted that this inspection forms part of East Challow Parish Council's risk assessment. It was suggested that the Clerk contact Bethia Thomas and request support for obtaining a progress update. **[ACTION CLERK]**

326/24 To receive and update on the Emergency Plan

Cllr Miller reported he had collated extra information that had been received from other Councillors and would circulate this to all Councillors prior to the next meeting. **[ACTION BM]**

327/24 To receive an update on registering land and updating registered owner address.

327.1/24 To receive an update on the registration of land owned by East Challow Parish council.

The documents need to be sorted through by Chair and Clerk, due to illness this has not been progressed. **[ACTION VB & CLERK]**

327.2/24 To receive an update on updating of the address of the registered owner on the Land Registry

This will be progressed at the same time as the registering of land. **[ACTION VB & CLERK]**

328/24 To note the Cornhill Lane temporary closure.

This was noted, additionally Cllr Barrow reported that Hugh Potter from OCC had informed Cllr Barrow that the 4x4 had gained access by cutting back vegetation to the side of the existing blocks. An extra block had been placed alongside the existing blocks to ensure that vehicles could not gain access. There is a management plan in place to cut back vegetation in the Autumn and repair the damage made to the surface by 4x4 vehicle. A barrier would then be placed both ends of Cornhill Lane allowing access for walkers, horses but not vehicles. It was noted that Cornhill Lane's status as a BOAT may require to be changed.

329/24 Standing Agenda Items, to receive update and agree actions.

329.1/24 Parish Cemeteries.

The noticeboard for the Vicarage Hill cemetery that had been received was discussed, Cllr Bosley suggested that East Challow Parish Council needed to employ a handy man on a zero hour contract to carry out jobs around the Parish. It was agreed that the litter Warden already employed was being asked to carry out too many odd jobs. This position would be advertised in the Challow News. This will be further discussed at a future Council meeting before being advertised in Challow News.

329.2/24 Traffic/Highways including:

Parking and speeding in the village.

It was reported that vans had been seen parked on the pathway along main street near to Old School House, causing an obstruction.

Speed Indicator Displays (SID's) update on installation.

Cllr Barrow reported that he would request a meeting with Mark Francis to discuss the positioning of the poles, but although they had been positioned differently to the agreed place, they were reducing the speed of vehicles travelling through East Challow. **[ACTION PB]**

The Clerk had received an email from Cllr Gregson regarding an amended proposal for the 20mph zone for main street. The Clerk will circulate this to all Councillors and ask for responses to be sent to Cllr Gregson. The email would then be sent to Cameron Rae of OCC. **[ACTION CLERK, ALL COUNCILLORS, AG]**

329.3/24 Grounds Maintenance

Cllr Hayes reported that the trees on the Park Footpath were overhanging and needed some attention. Cllr Bosley confirmed these were on the ground maintenance schedules. The Clerk will ask Wise Garden Maintenance to carry out these works as soon as is possible. **[ACTION CLERK]**

329.4/24 Public Art**To receive an update on the Public Art**

The planning application is still with OCCH with a determination date of 28 April. They are concerned about the proximity of the Suffolk sign to the A417 although this was agreed with Mark Francis before the planning application was submitted. One thought had been that the sign would contribute to traffic calming. There is also concern about the sign distracting drivers.

Cllr Hayes proposed an alternative location, on the same piece of ground but further away from the A417. This new location will be safer for the installation and provide easier access for viewing.

Cllr Hayes thanked DCllr Barrow and CCllr Bethia Thomas for their valuable assistance.

Cllr Hayes contacted Ed Clare (Challow Design) to see if he can assist with the foundation design, which he has agreed to do.

The proposed location was unanimously approved. Cllr Hayes will contact Mark Francis to arrange a site meeting for early next week, if possible, to agree the new location and then it will be formally submitted. **[ACTION TH]**

329.5/24 Recreation Areas**Pavilion Project update and to receive a report from the meeting on the 25th March 2024**

The amendments for the minutes of the meeting held on the 25th March have been sent to the Minute Secretary of the cricket club.

It was confirmed that cold running water was a requirement for the toilet by environmental health.

There had been many emails exchanged concerning the insurance requirement for volunteers working on the pavilion. The Clerk had circulated insurance details from Clear Councils the Council's insurers and Challow Sports, requesting that all Councillors read this and that she recommended caution when progressing these works. Cllr Barrow sought clarification on whether Challow Sports were covered with their Public Liability Insurance for working on the pavilion. Challow Sports have confirmed that they will be purchasing extra Public Liability insurance to ensure volunteers were covered.

This was received from Clear Council insurance on 02-04-24, the Clerk circulated this information to all Councillors;

Further to our recent conversation, regarding the works to the Pavilion, the Council's policy does not extend to cover for renovations to buildings and we would expect that the works are carried out by qualified, professional contractors who hold their own Public Liability insurance.

The Clerk enquired if the electrical supply to the toilet needed checking before this was opened for use by Challow Sports. Cllr Bosley confirmed there was no light switch in the toilet it was inside the pavilion and there was not access to the pavilion, at this time, so the light could not be used. Challow Sports will be installing an LED battery light in the toilet. The Frost protection heater was raised Cllr Barrow would be looking at this and its electrical supply. **[ACTION PB]**

It was agreed to reimburse a representative of Childrey and Challow Cricket Club for the purchase of the sink and plumbing parts, the receipts would be requested. This has been clarified with the OALC as lawful providing this was agreed and minuted before it was paid.

This budget had been approved in the February minutes.

280.5/24 A budget of £500 was approved to purchase materials and obtain electrical certification. Cllr Miller will progress this with the contractor.

Cllr Barrow reported that there was a leak on the stopcock for the external water supply and there was an uneven inspection Chamber cover that needed attention.

Advice had been received from the OPFA that the current adult football pitch would not meet the size requirements for an adult football match. A 5 metre strip of land needs to be reclaimed that runs parallel to Cornhill lane. The Clerk was asked to contact Wise Garden Maintenance, one of the Council's grounds maintenance contractors to discuss the reclaiming of this land and grass seeding in preparation for September. It was unanimously agreed to set a budget of £1,500 for these works.

[ACTION CLERK]

To discuss an agreement with Challow Sports for use of the recreation ground.

Prior to the meeting the Clerk had sent a proposed agreement, which had been created with the advice of the OPFA, to all Councillors and Challow Sports. Challow Sports requested more flexibility in the use of the recreation ground. Advice was sought from OPFA, who advised that we should include whatever hours they think they needed on the agreement, rather than leave it too flexible. There could be a current hours of use section that is reviewed when it is required. We should refer to the fact that the areas under consideration are within the recreation ground which always offers access to everyone and that Challow Sports must respect this.

It was unanimously agreed that Challow Sports should be asked for the proposed times they require use of the recreation ground and the agreement would be updated.

It is hoped that the agreement will be signed on the 12th April for Challow Sports to start using the recreation ground on the 13th April. Cllr Barrow will email Challow Sports and ask for the additional usage time. **[ACTION PB]**

Cllr Bosley also pointed out that the address on Challow Sports Emergency Action Plan needs updating. Cllr Barrow will email Challow Sports with this information. **[ACTION PB]**

To receive an update on the progress of the actions required from the RoSPA report.

The Litter Warden reported that with the improved weather conditions, some works had now been completed on the play area. The Playground Safety Inspection sheet had been updated with the completed works. It was highlighted that filling the gaps in the tiles with sand could cause an increased surface height. Cllr Hayes suggested topsoil maybe better to fill the gaps. The Clerk had had confirmation from Wicksteed that they would look at the bolt on the agility trail whilst attending the site meeting planned for 15th May. It was also reported that the wooden surround under the Junior swings could cause a problem if removed, it was decided to leave these in place as the condition is acceptable at present.

The OPFA have advised East Challow to Formalize the visual inspections on the play area and keep a paper record, the Clerk updated the form and circulated this to All Councillors and the Litter Warden prior to the meeting.

It was agreed that the Litter Warden would carry out the visual check using the new inspection form, weekly for the months of June, July, August and September and then 2 weekly for all other months. The sheets would be filed by the Clerk.

Cllr Hayes would carry out a quarterly Inspection in May September and January and the inspection forms would also be filed by the Clerk. The Clerk will supply the required inspection forms **[ACTION CLERK]**

The Clerk had received the following information from the OPFA about Play Areas;

RISK ASSESSMENTS

It is a legal requirement (which is being more strictly enforced than in recent years by The Health and Safety Executive) to have a Risk Assessment of your play area. The OPFA has produced an Information Sheet on Risk Assessment, which although can be complex, should not be beyond the capabilities of most playground committee members. It is important to have an initial assessment of risk on your playground undertaken by a playground inspection specialist organisation. The Risk Assessment can be done at the same time as the annual inspection.

The Clerk clarified with the OPFA that the point 7 on East Challow Parish Council's current General Risk Assessment meets the requirement above along with the Annual ROSPA inspection which includes an assessment of risks.

To receive an update on the works for the replacement of the Carousel and the Slide.

A site meeting took place on 20/02/24 with 2 representatives of Wicksteed. It was confirmed that they would be supplying East Challow parish Council with the RAMs before the commencement of any works. We would also receive a copy of the Waste Management Licence. The following points were discussed and confirmed;

The works would take place in normal working hours Monday to Friday.

The works will be completed by the end of June.

The installation would take 2 weeks to complete.

The wet pour is cold.

Welfare facilities were discussed, it will be confirmed before work starts if Wicksteed can use the toilet in the pavilion, if so, this cost will be deleted from the final invoice.

Heras fencing will be used to surround the works being carried out, East Challow Parish Council confirmed with Wicksteed that they would close the play park for 2 weeks and display closure signage.

The access was discussed at length, Wicksteed had concerns that vehicles would not be able to access the recreation ground due to the wet conditions recently. Temporary bollard and gate removal and re installation in the access leading from Reynold Way, onto the recreation ground was discussed. These additional works needed to gain access would be at East Challow Parish Council's cost, Wicksteed have quoted £1539.00 excluding VAT.

It was decided that the installation of the equipment would be delayed until the beginning of June to allow the grass to dry out and give the best chance for vehicle access. A site meeting will take place on the 15th May and a decision will be made then as to what is required for access.

A quotation has been received from Pepler Fencing for bollard and gate removal and re installation , of £600 including VAT.

Cllr Hayes suggested that the small print should be looked at to see if East Challow Parish Council should be liable for the access costs. The Clerk will send the quotation to Cllr Hayes and Cllr Bosley for them to read and the Clerk will also read. **[ACTION TH, VB AND CLERK]**

Cllr Bosley reported that she had spoken with representatives of LJ and CJ Cannings regarding the possibility of them providing a vehicle to bring the carousel and the slide onto the recreation ground and deliver to the play area, Cannings will be providing a quotation.

To receive and discuss the additional equipment quotes received from Wicksteed.

Following a discussion that took place at the site meeting between Councillors and Wicksteed, regarding replacing the see saw and gaining value for money, a quotation was received on 09/04/24 from Wicksteed. The Clerk circulated this prior to the meeting.

To add the below items to existing order, including supply & install of equipment and wetpour surfacing -excluding VAT

Horse 4 Saw - £6,275

Cockerel 2 Way - £2,691

To produce a new quote, including supply & install of equipment, baseworks and wetpour + carriage + heras + welfare – excluding VAT

Horse 4Saw - £11,836.72

Cockerel 2Way - £8,754.86

The councillors unanimously agreed to purchase a Horse 4 Saw, replacing the see saw that was originally in the play area. The figures below received show that including this equipment on the order already made will save the Council a considerable amount of money in the long term. The Clerk will contact Wicksteed confirming this request and clarifying that the Horse 4 Saw can be included. **[ACTION CLERK]**

To discuss the surface of the tennis court

It was reported due to the exceptional wet weather conditions that have been experienced, there was considerable moss cover on the tennis court surface. Salt is usually put on the moss and then it is brushed off removing the moss, but dry weather is needed for this to be successful. The Litter warden recommended that the surface should be jet washed this year. The Council has received details of 3 companies who provide this service, it was agreed that Cllr Barrow would investigate this and obtain quotations. **[ACTION PB]**

330/24 To receive Correspondence and agree actions or approve responses.

A request had been received for a water supply in the new cemetery, this was discussed and a proposal was put forward to install a rain water butt to collect the rain from the Village Hall, providing a water supply. The Council would purchase the rainwater butt. Cllr Crump will progress this with the Village Hall Committee. The Clerk will put this suggestion forward to the Parishioner. **[ACTION IC AND CLERK]**

Details had been received from the Clerk at Childrey Parish Council about the use of battery lights on their Christmas tree.

The OALC are holding a new training course on the 16th May 2024 called Talking Tables, an opportunity to listen to speakers on varied topics. The Clerk asked for the Councillors to advise if they would like to attend.

A request had been received for a donation towards the 60th Diamond Anniversary of St Nicholas School, it was unanimously agreed that East Challow Parish Council would provide a donation. Cllr Bosley had checked that this was lawful with the OALC. Cllr Hayes will be in contact with the headteacher to discuss a figure that is required. This will be approved at the May meeting. **[ACTION TH]**

331/24 Matters for future discussion.

Community Orchard

The purchase of Hi-Viz jackets/waistcoats and lanyards for members of the Council.

332/24 To agree a list of items to be included in the next edition of Challow News

- Slide and carousel installation update.
- Recreation ground update
- Dog fouling
- New Pavilion suggestions

333/24 To agree date of the next meeting: 8th May 2024

There was no further business transacted, the Chairman closed the meeting at 22.56

Signed Chair.....

Date.....