

# Notice of a Meeting of the East Challow Parish Council

Wednesday 12<sup>th</sup> June 2024 at 19:30, East Challow Village Hall

All Councillors are summoned to a Meeting of East Challow Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

## Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

*This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.*

## AGENDA

### 1. To receive apologies for absence.

### 2. Declarations of Interests

#### 2.1 To receive declarations of interest for items on this agenda

*Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)*

### 3. To approve the minutes of previous council meetings

#### 3.1 Meeting held on 8<sup>th</sup> May 2024

#### 3.2 Matters arising from the minutes not elsewhere on the agenda including actions.

### 4. Chairman's Announcements

### 5. Staffing Matters

#### 5.1 To approve SLCC membership for the Clerk and RFO

#### 5.2 To receive and approve training requests.

#### 5.3 To receive an update on advertising for an Assistant Clerk/Job share.

### 6. Finance 2023-2024

#### 6.1 To note the reconciled bank accounts as of 31<sup>st</sup> March 2024

#### 6.2 To approve the annual accounts for 2023/2024, including:

Variances report

Reserves balance

Budget variations

Payments and Receipts Lists for the entire FY 2023/24

#### 6.3 To receive the Internal Audit report, consider recommendations and agree actions.

#### 6.4 To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 "Annual Governance Statement" 2023 /2024

JS Smith

Clerk

5<sup>th</sup> June 2024

6.5 To approve the Annual Governance and Accountability Return (AGAR) Section 2 "Accounting Statements 2023/2024

6.6 To approve the dates for the public rights of inspection: 14<sup>th</sup> June 2024- 25<sup>th</sup> July 2024, being 30 working days including the first 10 days of July.

6.7 To approve the CIL Report

6.8 To re approve the Asset Register as of 31<sup>st</sup> March 2024 and confirm the inclusions from minute reference 15.4/24-25 from the April meeting.

6.9 To agree to redact the signatures on the AGAR for the website.

## **7. Finance 2024-2025**

7.1 To agree the May payments list paid in June 2024.

7.2 To note the May 2024 receipts.

7.3 To note the reconciled bank account as at 31<sup>st</sup> May 2024.

7.4 To ratify the opening of a Unity Trust Bank account as recommended by the internal Auditor, which was approved at the July 2023 meeting, minute reference 137.4/23.

7.5 To receive information regarding the large water bill received.

7.6 To approve expenses in advance of purchase.

7.7 RFO report

## **8. To receive reports from District and County Councillors**

8.1 Oxfordshire County Councillor

8.2 Vale of White Horse District Councillor

## **9. Planning**

**9.1 To discuss the S106 application from Challow and Childrey Cricket Club for the refurbishment of the ladies toilets at the cricket pavilion.**

**9.2 To approve response to requests for consultation on applications:**

**P24/V0274/FUL- Location:** Grove Business Centre Grove Technology Park Downsview Road Wantage OX12 9FF

**Description:** Remediation of contaminated land and associated enabling works.(as amended by plans and information received 23 May 2024) **Response date 11<sup>th</sup> June, response extension requested.**

**P24/V1081/LDE- Location:** Kirklands Mews Ickleton Road East Challow Wantage OX12 9JB

**Description:** An existing self-contained dwelling. **Response required.**

**9.3 To note planning authority decisions on application:**

**P24/V0832/FUL -Site Location:** Mellors of Challow Ltd Faringdon Road East Challow Wantage OX12 9TE

**Application proposal, including any amendments:** Erection of 2.no single storey flat roof extensions to provide customer waiting area and workshop office. **GRANTED**

**P24/V0078/A Location:** Land on west verge of A417 East Challow Wantage

**Description:** Suffolk Sign (as amended by plans received 29<sup>th</sup> April 2024) **GRANTED**

**10. To discuss any matters arising from The Annual Parish Meeting.**

10.1 Funding request for GroW

10.2 Raising the profile of the Council and the Annual Parish Meeting on social media.

**11. Update on the flood alleviation proposal adjacent to LJ & CA Cannings**

**12. Noticeboards**

12.1 To receive an update on contacting Crest Nicholson about the location of the adapted notice board.

**13. Warm Spaces Project/Community Celebrations**

13.1 To receive a progress update on the DBS checks required by the Risk Assessment.

**14. To receive an update on a full tree inspection**

**15 To receive and update on the Emergency Plan**

**16 To receive an update on registering land and updating registered owner address**

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

16.2 To receive an update on updating the address of the registered owner on the Land Registry documentation.

**17. Insurance 2024/2025**

17.1 To confirm that the 2024/2025 insurance has been renewed.

17.2 To receive the advice on insurance from the Internal Auditor.

17.3 To Note the information about the pavilion on the Statement of Fact.

17.4 To review the play equipment and ground surfaces sum insured once equipment installation is complete.

17.5 To discuss and approve the changing of the current postcode of the pavilion on the insurance documents.

**18. Standing Agenda Items, to receive update and agree actions**

18.1 Parish Cemeteries

- To receive an update on the water supply for the New Cemetery and the planting of trees.

18.2 Traffic / Highways including

Parking and Speeding within the village.

Speed Indicator Displays (SID's)

18.3 Grounds Maintenance

- To discuss the extra works on the Park footpath and receive a quotation.

18.4 Public Art

- To receive an update on the Public Art project.

18.5 Recreation Area

- To receive a report from the Pavilion Working Group.
- To receive a report from Challow Sports
- To receive an update on the progress of the actions required from the RoSPA report.
- To receive a report following the visual play inspection checks.
- To receive an update on the works for the replacement of the Carousel and the Slide.
- To receive an update on tennis court cleaning quotations.
- To receive an update on the reclaim project 5-meter strip.

**19. To receive Correspondence and agree actions or approve responses.**

**20. Matters for future discussion.**

**21. To agree a list of items to be included in the next edition of Challow News**

**22. To agree date of the next meeting: 10th July 2024**