

# Notice of a Meeting of East Challow Parish Council

Wednesday 10<sup>th</sup> July 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 12<sup>th</sup> June 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 appointing the Assistant Clerk for up to 6 hours per week.**

#### **5.2 To confirm the purchase, if required, of an additional laptop.**

#### **5.3 To agree and approve the cost of technical support needed to set up Teams for the staff laptops.**

#### **5.4 To agree and approve the cost of technical support needed to set up the new laptop.**

### **6. Finance 2024-2025**

#### **6.1 To agree the June payments list paid in July 2024.**

#### **6.2 To note the June 2024 receipts.**

#### **6.3 To note the reconciled bank account as at 30th June 2024.**

#### **6.4 To receive an update on the opening of a Unity Trust Bank account.**

#### **6.5 To receive information regarding the large water bill received.**

#### **6.6 To receive information on contacting SSE regarding the high electricity bill.**

#### **6.7 To approve expenses in advance of purchase.**

#### **6.8 To receive information on the timescales for spending CIL money.**

JS Smith

Clerk

3rd July 2024

- 6.9 To note and ratify the payment to Grove Geeks for essential support on the Chair and Clerks laptop.
- 6.10 To confirm the donation of the Lenovo tablets to St Nicholas School and the amendment to the Asset Register.
- 6.11 To agree the arrangements for the August contractual payments.
- 6.12 RFO report

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

- 7.1 Oxfordshire County Councillor
- 7.2 Vale of White Horse District Councillor

## **8. Planning**

### **8.1 To approve responses to requests for consultation on applications:**

**P24/V1248/HH- Location** 3 Windmill Place East Challow Wantage OX12 9RT

**Description:** Proposed annexe as ancillary accommodation to main house. Response date 3<sup>rd</sup> July, extension granted until 12<sup>th</sup> July.

**P24/V0748/FUL- Location** Mellors of Challow Ltd Faringdon Road East Challow Wantage OX12 9TE

**Description:** Proposed demolition and removal of existing forecourt canopy and 4no existing pump islands (6no fuelling positions) and construction of new forecourt comprising 4no pumps (8no fuelling positions) in linear configuration, new forecourt, new forecourt canopy (minimum clear 5.0m headroom) remodelling frontage verge to provide dedicated passing lanes and pedestrian walkway adjacent existing shop building and relocation of existing priced totem sign (5.5m high) and associated works (i.e. resurfacing forecourt, etc) **(Additional plans received on 12 June 2024)**

**P24/V0097/24- Location:** Opposite to the junction of the caravan park halfway along Woodhill Lane

**Description:** Hedgerow removal.

**MW.0068/24- Location:** Grove Business Centre, Downsview Road, Wantage, Oxfordshire OX12 9FF.

**Description:** Retrospective application for the erection of a Lean-to extension on the west elevation of the workshop building at Grove Technology Park. Consultation end date 25<sup>th</sup> July.

## **9. Insurance 24-25**

- 9.1 To review the play equipment sum insured.
- 9.2 To confirm the postcode of the pavilion on the insurance documents has been changed.
- 9.3 To confirm the Insurance company has received the renewal cheque.

## **10. Governing documents**

- 10.1 To adopt and approve the 24/25 Risk Assessment.

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

JS Smith  
Clerk

3rd July 2024

**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 an update on registering land and updating registered owner address**

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

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

**16. Grants**

16.1 To receive an update of the REPF grant application.

16.2 To discuss the grant application received from GroW.

**17 Projects.**

17.1 To discuss and update the projects wish list.

17.2 To discuss multi boards for the tennis court fence.

17.3 To discuss gym equipment for the recreation ground.

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

18.1 Parish Cemeteries

- To discuss water for the New Cemetery.

18.2 Traffic / Highways including

Parking and Speeding within the village.

Speed Indicator Displays (SID's)

18.3 Grounds Maintenance

- To receive an update on the extra works approved on the Park Footpath.

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 agree an amendment to the Challow Sports Agreement for the use of the recreation ground.

- To receive a report from Challow Sports
- To receive a report following the visual play inspection checks.
- To receive an update on tennis court cleaning quotations.
- To receive an update on the reclaim project 5-meter strip.
- To discuss a Community Orchard in the wildflower meadow and the recent correspondence regarding the wildflower meadow.
- To discuss emergency vehicle access for the Play Area.
- To discuss the displaying of age range signs on the newly installed equipment.

**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: 11th September 2024**