

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 5th February 2026.**

Present: Cllr. P. Waters, Chair Cllr. C. Nixey
 Cllr. D. Turner, also District Cllr Cllr. A. Charman
 Cllr. A. Pritchard Cllr. J. Winnard
 Cllr. A. Dudley Cllr. A. Kolade
 Cllr. A. Ziemelis

Apologies Accepted: Cllr. Russell

Not present: n/a

Members of the public: None

288. The minutes of the meeting held 12th January 2026 were approved and then signed by the Chair; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.

<p>PUBLIC SESSION: None.</p> <p>MATTERS ARISING: 289. VANDALISM & ASB: <u>Graffiti</u> (a) Work continues to remove graffiti from the High Street bus stops (Crown and Parsnips Close), the youth Centre, the concrete standing adjacent to the MUGA, and a tree adjacent to the MUGA.</p> <p>290. PARKING ISSUES & SPEED REDUCTION MEASURES: <u>Extra Pole For Speed Indication Devices</u> (a) Following a site-meeting with Oxfordshire County Council, associated speed survey results, and a quotation for a SID pole in location 1 (primary school), the Parish Council had previously approved the cost of the pole installation. (b) Once payment has been made and the pole installation undertaken, it was agreed to re-site the Berrick Road SID and place it on the High Street.</p> <p>291. FLOOD ALLEVIATION: <u>River Thame Conservation Trust – Flood Alleviation</u> (a) The River Thame Conservation Trust had provided an update stating that the flood alleviation funding application had been submitted via Oxfordshire County Council.</p> <p>292. JOINT USER AGREEMENT: (a) The Parish Council are to meet with Acer Trust, the Primary School, and the First Steps Family Hub regarding the Joint User Agreement. (b) The Parish Council await suggested dates from the school Governor, Mrs K Potter.</p> <p>293: CHAIR’S CHAIN: (a) The Chair’s Chain had been taken to an engraver for the work required.</p> <p>294. ACER TRUST TREE WORK: (a) Following Acer Trust’s request for funding to pay for tree work on Frogmore, the Parish Council had previously agreed to contact the County Council to request that they fund the work as landowners. (b) It had been reported that Acer Trust had undertaken the tree work without funding; no further action required.</p> <p>295. MATTERS UNRESOLVED: Neighbourhood Watch Scheme, Matthew Marriage Path & Bench, Doctors Surgery Defibrillator Agreement, British Legion Bench, School Crossing Patrol Officer, Standing Orders & Policies, Gray Bench, Emergency Planning Storage Container, Village Green Legality, Village Hall Car Park Bollards.</p> <p>296. COUNCILLOR VACANCIES: (a) A Parish Councillor application had been received from Mr T Custance, and an informal interview had been held on Thursday 29th January. (b) Following discussion, the co-option of Mr T Custance was approved; proposed Cllr. Waters, seconded Cllr. Kolade, agreed by all. (c) Mr T Custance is to be invited to attend the March meeting and sign the Declaration of</p>	<p>JM</p> <p>CN, JW</p> <p>JR,AP,JM</p> <p>AP, JW</p> <p>JM</p>
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<p>Acceptance of Office.</p> <p>297. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:</p> <p><u>OCC</u></p> <p>(a) Cllr. Winnard reported on the meeting with the County Council, on the 4th February, to discuss a barrier installation at the bottom of Chalgrove Meadow. Due to the difficulties in installing structures on a public footpath, the County Council suggested that the Parish Council place signage in the area warning pedestrians of the upcoming traffic. Signage quotations are to be sought.</p> <p>(b) No updates had been received for:</p> <ul style="list-style-type: none"> - crack in the High Street Wall - Lamb bridge clearance - Street light opposite Rupert Close steps - Visibility strips on the Rupert Close steps - Restricted Byway Signage error <p><u>Thames Water</u></p> <p>(a) A Thames Water manhole had completely broken within Swinstead Court.</p> <p>(b) As the area is unadopted, Thames Water and the County Council had refused to assist.</p> <p>(c) The Parish Council had received a quotation, allowing for vehicles up to 40 tons, at a cost of £1995 ex VAT, but following a vote it was agreed that the Parish Council could not fund the cost as this was a private road to be maintained by the residents, and the Parish Council do not wish to set a precedent.</p> <p>(d) The decision had been reported to the resident.</p>	JM
<p>298. PROJECTS/WORK TO BE COMPLETED:</p> <p><u>Table Tennis Table Play Surfacing</u></p> <p>(a) A quotation for the installation of grass matting and alternative surfacing adjacent to the outdoor Table Tennis Table had been received.</p> <p>(b) It was agreed all to await further quotations.</p> <p><u>No Dogs Allowed Signage</u></p> <p>(a) Signage has been ordered.</p> <p><u>Top Rec Hedge Cutting</u></p> <p>(a) It was noted that the Recreation Ground was too wet at present to get the necessary equipment to the Top Rec to undertake the work.</p> <p><u>Allotment Site Hedge Cutting</u></p> <p>(a) Hedge cutting at both sites is to be undertaken in February.</p>	JM
<p><u>Village Hall Ceiling Tiles</u></p> <p>(a) It was noted that quotations were due to be received imminently, and it was agreed by all to approve costs mid-month.</p> <p><u>Outstanding Works with No Updates</u></p> <p>(a) Village Hall Extension</p> <p>(b) Archive Room</p> <p>(c) Boot Scrapers</p> <p>(d) MUGA concrete area extension and/or grass matting</p> <p>(e) MUGA push-bar mechanisms</p> <p>(f) CCTV to cover the Village Hall and Sports Pavilion</p>	ALL
<p>299. FINANCE COMMITTEE:</p> <p><u>2026/2027 Precept</u></p> <p>(a) The precept request had been submitted on 13th January.</p> <p>(b) the District Council had confirmed receipt on the 14th January.</p> <p><u>Public Statement</u></p> <p>(a) The Parish Council approved the formal public statement regarding the Precept and Budget, which is required to be placed on the Parish Council and District Councils websites when the precept is over £140,000.</p> <p>300. ALLOTMENT COMMITTEE:</p> <p><u>Mill Lane Site Gate Key</u></p> <p>(a) The gate to the allotment site had been locked, and all tenants informed.</p>	JM

<p><u>CCTV</u> (a) Quotations are to be sought for a camera and associated signage. (b) A site meeting is to take place to discuss location.</p> <p><u>Water Leak</u> (a) A significant water leak had been found on site, adjacent to the out-building on Plot 9.1. It is thought that the issue lies in the connection from the main pipe system and the pipe leading into the building. (b) It was noted that the stopcock handle had been removed by persons unknown. (c) The water supply has been turned off until such time that the connection has been repaired.</p> <p>301. VILLAGE HALL COMMITTEE: <u>2026 Hall Hire Rates</u> (a) Following discussion, it was agreed by all to increase the Village Hall hire rates for 2026. (a) Facility hire costs were approved as follows; proposed Cllr. Winnard, seconded Cllr. Charman, agreed by all, and effective 6th February 2026.</p> <table border="1" data-bbox="119 571 1300 1086"> <thead> <tr> <th></th> <th></th> <th>Resident</th> <th>Non-Res/Commercial</th> </tr> </thead> <tbody> <tr> <td>Village Hall</td> <td>Mon-Thur (8am-11.45pm)</td> <td>£26.00 per hour</td> <td>£32.00 per hour</td> </tr> <tr> <td></td> <td>Fri, Sat & Sun (8am – 6pm)</td> <td>£29.00 per hour</td> <td>£40.00 per hour</td> </tr> <tr> <td></td> <td>Fri, Sat & Sun (6pm – 11.45pm)</td> <td>£34.00 per hour</td> <td>£46.00 per hour</td> </tr> <tr> <td></td> <td>Stage Hire</td> <td>£50.00 per event</td> <td>£50.00 per event</td> </tr> <tr> <td>James Martin Room</td> <td>Any</td> <td>£15.00 per hour</td> <td>£20.00 per hour</td> </tr> <tr> <td>Youth Centre</td> <td>Any</td> <td>£25.00 per hour</td> <td>£30.00 per hour</td> </tr> <tr> <td>Sports Pavilion</td> <td>AM or PM session</td> <td>£25 Adults £10 Child</td> <td>£25 Adults £10 Child</td> </tr> <tr> <td>MUGA</td> <td>Any</td> <td>£24.00 per hour</td> <td>£28.00 per hour</td> </tr> <tr> <td>Tennis Court</td> <td>Any</td> <td>£20.00 per hour</td> <td>£20.00 per hour</td> </tr> </tbody> </table> <p>(b) Facility hire costs for discounted regular hirers were approved as follows; proposed Cllr. Winnard, seconded Cllr. Charman, agreed by all, and effective 1st April 2026. Age Concern: £49.00 per session 1st Chalgrove Scouts: £19.00 per session Go Active Gold Groups: £18.00 per session (includes Table Tennis, Seated Exercise, Walking Football, Walking Netball, and Zumba)</p> <p>302. RECREATION COMMITTEE: <u>Oak Trees</u> (a) It had previously been agreed to plant two oak trees in commemoration of VE & VJ days. (b) Following several rejections, further contractors had been contacted. (c) The Parish Council await quotations.</p> <p><u>Skatepark</u> (a) After several attempts to contact Clark & Kent Contractors, a response has been received, whereby they stated that, as the weather improves, they are to schedule in the surfacing work required.</p> <p><u>Tennis Court Hitting Wall</u> (a) In 2022 the Parish Council were awarded £1281 for a Tennis Wall. The project had not been completed but the Chalgrove Tennis Club had submitted updated quotations. (b) The use of the grant funds, with additional Parish Council funding of £919 ex VAT, was approved; proposed Cllr. Waters, seconded Cllr. Nixey, agreed by all.</p> <p>303. COMMUNICATIONS COMMITTEE: The Communications Committee had met on the 27th January.</p> <p><u>Newsletter</u> (a) The content of the next newsletter was discussed, and is to include the following: Front page: Cllr. Turner’s BEM, Youth Club and Parish Office refurbishment & Chair’s Letter Middle Pages: dog mess, no dogs allowed in the recreational facilities, Emergency Plan, Street Cleaner vacancy, Party in the Park, Post Office Celebration, NDP, & Project ViKToR Back Page: profiles of Cllrs. Charman, Winnard, Kolade and Custance.</p>			Resident	Non-Res/Commercial	Village Hall	Mon-Thur (8am-11.45pm)	£26.00 per hour	£32.00 per hour		Fri, Sat & Sun (8am – 6pm)	£29.00 per hour	£40.00 per hour		Fri, Sat & Sun (6pm – 11.45pm)	£34.00 per hour	£46.00 per hour		Stage Hire	£50.00 per event	£50.00 per event	James Martin Room	Any	£15.00 per hour	£20.00 per hour	Youth Centre	Any	£25.00 per hour	£30.00 per hour	Sports Pavilion	AM or PM session	£25 Adults £10 Child	£25 Adults £10 Child	MUGA	Any	£24.00 per hour	£28.00 per hour	Tennis Court	Any	£20.00 per hour	£20.00 per hour	<p>JW, AC, JM</p> <p>JW, JM</p> <p>JM</p> <p>JM</p>
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<p>304. POST OFFICE CELEBRATION:</p> <p>(a) It had previously been agreed to hold a celebration for all those who had worked within the Post Office, with a refreshment budget of £100 for refreshments.</p> <p>(b) An amended date of the 10th May had been proposed.</p> <p>(c) Following receipt of confirmation that the main attendees can attend, formal invitations are to be sent out.</p>	<p>JM</p> <p>JM</p>
<p>305. ANNUAL PARISH MEETING & CROOKSTON SHIELD:</p> <p><u>Annual Parish Meeting (APM)</u></p> <p>(a) At the Communications Committee meeting on the 27th January, it was proposed that the APM be held on Friday 17th April, with Councillors arriving at 6.30pm, and the public arriving at 7pm.</p> <p>(b) As previously discussed, the Parish Council had been advised to arrange seating so as not to suggest it is a Parish Council Meeting, and the Committee proposed having the seating arranged in a circular form, with no tables, and all Councillors mixed in with members of the public.</p> <p>(c) The format was discussed and agreed by all:</p> <p>Welcome & introductions Clerk – report on last year Chair – report on upcoming year District Councillor Report County Councillor Report Followed by reports from village organisations and groups Crookston Shield Presentation Refreshments</p> <p>(f) Refreshments, at a cost of £250, were approved; proposed Cllr. Ziemelis, seconded Cllr. Winnard, agreed by all.</p> <p><u>Crookston Shield</u></p> <p>(a) Nominations are to be sought for the 2026 Crookston Shield by way of posters, LINK magazine and social media.</p> <p>(b) The deadline for nominations will be the 13th April, and the Parish Council are to vote at the APM.</p> <p>306. KEN BATLEY CENTRE:</p> <p>(a) Having chased up the Land Registry application once again, the Parish Council’s Solicitor had reported that Land Registry had raised further queries on the transaction, which had to be dealt with via the developer’s solicitor.</p> <p>(b) Once Land Registry is happy with the application, the Parish Council’s solicitor will be asked to finalise the lease agreement with the Chalgrove Scouts.</p> <p>307. CHALGROVE NEIGHBOURHOOD DEVELOPMENT PLAN (NDP):</p> <p><u>Oxfordshire Neighbourhood Plans Alliance (ONPA) AGM & Discussion Meeting</u></p> <p>(a) Cllr. Dudley reported on her attendance at the ONPA AGM & Discussion Meeting on the 24th January.</p> <p><u>District Council Neighbourhood Planning Event</u></p> <p>(a) Cllr. Dudley attended a Neighbourhood Planning Event on the 28th January, with Cllr. Russell attending the online version on the 2nd February.</p> <p>(b) The event covered topics such as:</p> <ul style="list-style-type: none"> - Understanding recent and proposed national planning changes and what they mean for neighbourhood plans - The continued role and value of neighbourhood planning in an evolving planning landscape - Introduction to a new suite of neighbourhood planning guides and templates - Local Government Reorganisation <p>(c) Cllr. Dudley reported on her attendance at the event, noting that the National Planning Policy Framework was under consultation, and the new templates will guide further changes that are to be made to the Chalgrove Neighbourhood Development Plan.</p>	<p>JR,AP,AD,JM</p>
<p>308. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:</p> <p><u>Homes England</u></p> <p>Nothing to report.</p> <p><u>Joint Local Plan</u></p> <p>(a) The Inspectors had written to the District Council on the 7th January requesting a Procedural</p>	

Meeting. (b) The District Council had announced that a procedural meeting will be held on Thursday 12th February 2026; the purpose of which to discuss the way forward for the Examination in light of recent announcements surrounding the Duty to Co-operate.	
309. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK): (a) Work is still required on the Sandy Lane junction, but the County Council are yet to authorise the road closure. (b) It was noted that the footpaths across the fields regularly flood and will need to be relaid.	
310. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW): (a) Cllr. Winnard reported on his attendance at the Chalgrove Meadow site meeting, on the 29 th January, whereby the Parish Council, Miller Homes, RMG, and local residents met to discuss the outstanding work required.	
CORRESPONDENCE: 311. <u>Red Kites</u> A resident wrote regarding an issue whereby a resident of Argosy Close had been regularly feeding Red Kites, causing concerns due to attacks, and large vet bills after pets had chewed the bones dropped by the birds. Whilst this activity is not illegal it is strongly discouraged and the Parish Council are to highlight the issue via social media, the LINK magazine, and the Parish Council newsletter.	JM
312. <u>Connecting Local Action</u> The District Council had invited the Parish Council to attend an event showcasing different examples of climate action and sustainable food growing, with presentations and stands from local projects, and opportunities for discussion.	
313. <u>Great British Spring Clean 2026</u> Cleaner Chalgrove had notified the Parish Council that a community litter pick will take place on Saturday 14 th March.	ALL
314. <u>Donation Request – St Mary’s PCC</u> A donation request had been received for the running of the Warm Space initiative. A donation of £1400, for the use of hall hire, was approved; proposed Cllr. Ziemelis, seconded Cllr. Pritchard, agreed by all who could vote. <i>Cllr. Turner registered an interest and took no part in the discussion or decision.</i> Further details are to be sought for the additional donation request for heating and equipment costs, and brought to the next Parish Council meeting.	JM
315. <u>Government Re-Organisation</u> The District Council had invited the Parish Council to an event to discuss the three proposals for new unitary councils. The Clerk is to attend the event on the 9 th February.	JM
316. <u>Village Hall Energy Strategy</u> The Parish Council had received an invitation to an event discussing long term energy strategies for Village Halls.	
317. <u>River Thame Conservation Trust</u> The Parish Council had been invited to meet with the River Thame Conservation Trust to discuss how CIL funds could be used to support nature, river, and flood resilience projects. A meeting is to be arranged.	JR, JM
318. <u>Howe Trust Donation</u> Thanks had been received from the Howe Trust for the Parish Council’s donation towards their 2025 Christmas Hamper Campaign.	
319. <u>Proposed Weekend Evening Bus Service</u> Stadhampton Parish Council had written, following their conversations with the County Council, regarding a proposed pilot scheme to introduce weekend evening buses with the cost of £50 per hour split between neighbouring villages. The proposal was agreed in principle and the Parish Council await further details; proposed Cllr. Waters, seconded Cllr. Pritchard, agreed by all.	
320. <u>Book Exchange</u> A request had been received from a Farm Close resident, responsible for the book exchange, to create a larger exchange and community garden on the current grass verge by 1-8 Farm Close. The Parish Council agreed that there would be no objection, but are to ask the resident to discuss the matter with her neighbours.	JM
321. <u>Post Office Noticeboard</u> It had been reported that the public noticeboard adjacent to the old Post Office was in need of repair or replacement. Whilst this is not a Parish Council asset, it was agreed to seek quotations.	JM
322. <u>Planning Training</u> The District Council had invited the Parish Council to a planning training session designed to update on changes to the planning system followed by workshop sessions covering a range of topic areas including planning enforcement, commenting on planning applications and biodiversity. Cllr. Charman is to attend the session on the 3 rd March.	AC
323. <u>District Council Fundraising Event</u> The District Council had invited the Parish Council to attend	

a fundraising concert at Dorchester Abbey. 324. <u>Family Hub Donation</u> A beautiful handmade card had been received from the First Steps Family Hub as thanks for the Parish Council's support.	
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325. GLADMAN HOMES PLANNING APPLICATION:

(a) Gladman Homes had appealed the decision made by the District Council, whereby Planning Application P25/S0867/O for 160 new dwellings was refused.

(b) Following the appeal, where the Parish Council took an active role as a Rule 6 Party, the District Council wrote to the planning inspectorate asking that their updated Housing Land Supply report be taken into consideration.

(c) The appeal is to re-open for one day only on the 9th February to discuss the Housing Land Supply. Cllr. Russell is to attend and represent the Rule 6 Parties.

326. PLANNING APPLICATIONS: (Parish Council decision only):

(Cllr. Turner, also District Councillor, took no part in the discussion or decision of any planning applications shown below)

(a) P25/S4081/FUL	Land adjacent to Brook Surgery, High Street	Erection of self-build, two storey, detached dwelling OBJECTION
(b) P25/S4079/FUL	Land adjacent to Brook Surgery, High Street	Erection of self-build, two storey, detached dwelling OBJECTION
(c) P26/S0189/OH	Warpsgrove Lane	Electricity network alterations NO OBJECTION
(d) P25/S0207/T28	Warpsgrove Lane	Thames Water substation installation NO OBJECTION
(e) P25/S0396/FUL	14 Mill Lane	New detached dwelling APPLICATION WITHDRAWN
(f) SE18/734	Land adjoining Orchard Cottage, Warpsgrove Lane	The District Council informed the Parish Council of the planning enforcement to cease the site being used for the stationing of 3 mobile homes

327. REPORT FROM THE DISTRICT COUNCILLOR:

(a) Cllr. David Turner reported on the CIL Grant Fund, leisure facility improvements, the District Council's Level 3 Disability Confident Leader accreditation, the Joint Taxi Licensing Policy consultation, pollutant levels, the District Council's removal from the X social media platform, the Thames Water reservoir consultation, and car park fees.

328. REPORT FROM THE COUNTY COUNCILLOR:

(a) Cllr. Edwards provided a personal statement explaining her 3 month leave of absence.

ACCOUNTS:

329. No cheques had been signed outside of the main Parish Council meetings.

330. ACCOUNTS SANCTIONED FOR PAYMENT:

008178	Countryside Estate Services – groundsman	£1349.27
008179	M Bullen – youth work & youth centre cleaning	£330.56
008180	N Kerridge – youth work	£540.00
008181	B Murphy – youth work	£120.00
008182	Shield Maintenance – dog waste removal	£400.42
008183	RTCT – Planning Inquiry expenses	£1500.00
008184	OCC – pole installation	£954.54
008185	SSE – electricity supply	£346.11
008186	A&W Grounds – debris removal	£945.00
008187	J Winnard – expenses	£14.00

ANY OTHER BUSINESS:

331. Cllr. Dudley spoke of available grants for trees.	JM
332. Cllr. Nixey spoke of specialised MUGA cleaning machines used in Hithercroft, and the Parish Council agreed to investigate.	JM
333. Cllr. Charman spoke of the protected black poplar tree, adjacent to Willow Mead, which was covered in ivy. The Parish Council are to seek permission from the landowner to access the land and remove the ivy.	JM
334. Cllr. Winnard spoke of the signage left on Mill Lane by person unknown which required removal.	JW
335. Cllr. Winnard spoke of the Horticultural Show quiz and requested that the Parish Council form a team for the event on the 24 th April.	ALL

Exclusion of the public: In view of the confidential nature of the business then transacted, it was advised in the public interest that the public be temporarily excluded and were instructed to withdraw.

336. MILL LANE ALLOTMENT SITE FORMAL COMPLAINT:	
<u>Salary & Contract Review</u>	
(a) The HR Committee are to meet on the 19 th March to review all salaries and contracts.	JM
<u>Groundsman</u>	
(a) The Parish Council had been notified of the Groundman's retirement on the 31 st March 2026.	JM
(b) It was agreed by all that the contract is to go out for tender.	

Inclusion of the public: The public were no longer excluded.

The meeting closed at 8.50pm.

Signed: Chair