

**Minutes of the Chilton Parish Council Meeting held in the Community Room on Wednesday 27th November 2024
at 8.00 pm**

Present Mr C Broad
 Dr J A Berry
 Mr A Candelent
 Mr C Clements
 Mr F Dumbleton
 Mr J King

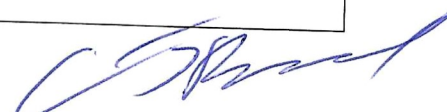
Chair

Dr J E Berry

Parish Clerk

1. **Apologies for Absence** were received from Dr M Hansard, Mr M Urso-Cale, Cllr H Gascoigne, Cllr D Dewhurst and Ms S Povolotsky.
2. **New co-opted Member of the Parish Council**
The Chair welcomed Andrew Candelent back to the Parish Council and his formal Declaration forms were signed and given to the Clerk for submission to the Electoral Office at the Vale District Council.
3. **Declarations of Interest** None
4. **Minutes of the last meeting** (30th October) were agreed and signed as a true record.
5. **Actions from previous meetings**

Person	Action	Update
Clerk	To write to the tenant regarding their paddock contract which has expired.	Completed. Tenant does not wish to continue renting paddock, agreed they will clear and vacate in January 2025.
Clerk	Removal of log stack - Clerk to accept estimate and instruct Sawscapes to proceed.	Ongoing. Sawscapes have informed us that the estimate was incorrect and increased cost.
Clerk	To send letter to site re flooding in Chilton Fields	Ongoing, need to identify an appropriate Harwell Campus contact.
M Hansard	To draft letter to be sent to Planning Dept re Moderna	Ongoing. Draft circulated for discussion, comments received and Matt Hansard to issue 2nd draft.
Clerk	Notify Phil Robbins and arrange payment for gazebo	Completed.
Clerk	To reschedule meeting with Highways Engagement Team	Completed, meeting took place 27th November.
Clerk	Co-option new councillor - inform Andy Candelent of successful outcome. Inform Vale White Horse DC.	Completed. Declaration papers to be signed at next meeting. Electoral Office at Vale has been informed.
Clerk	Internet Banking - progress required authorities to allow use	Ongoing - some progress.
Clerk	Discuss options for higher level of interest for Parish Council's Business Account with Matt Hansard.	Not yet addressed.
Clerk	Follow-up new application for remaining S106 funds for maintenance of play equipment	Completed. Agreement signed by all parties.
Clerk	To accept estimate and arrange for Nurture to remove box hedge and replace topsoil and grass in Spa Street.	Completed. Work scheduled last week in November.
Clerk	To check whether issue re boulders in Toddlers Play Area have been highlighted in previous RoSPA inspections and whether there have been any changes in the risk assessments/guidance.	Ongoing. Copies of the latest RoSPA reports had not been filed. Further copies requested.
Cllr Debra Dewhurst	To provide Michael Linsley with contact details for potential use of Moderna playing field.	Completed.



Ongoing actions are included in the Summary of Actions in Section 16.

6. Open Forum

No members of the public attended the meeting.

7. District Council Report

Cllr Gascoigne and Cllr Dewhurst had sent a report prior to the meeting which had been circulated to all members. Unfortunately, neither were able to attend the meeting.

8. County Council Report

None.

9. Planning

(i) Applications considered by the Parish Council

P24/V2326/HH Partial conversion of existing garage into habitable accommodation, 2 Chilton Fields Way, Chilton, Didcot OX11 0SZ. **Objection** raised by Parish Council following the Planning Meeting held on 11th November due to loss of one parking space.

Proposed tree work at 14 Chilton Field Way, Chilton, Didcot OX11 0SZ. Lime Tree (G1) located between the property's north boundary and Spa Street. Siding and reshaping of branches overhanging fence. It was agreed that the work should proceed provided it was done by a professional and seeks appropriate permission. **Action:** Clerk to respond to Edward Stanhope, Assistant Tree Officer, Vale of White Horse.

(ii) Applications determined by the Vale

The council had approved a planning application, reference P24/V2012/S73, for development work at the following location: Building R69 Rutherford Appleton Laboratory Harwell Oxford Didcot.

The application was for: Variation of conditions 2 (Approved plans) and 5 (Car Parking & Turning) on application P22/V0308/FUL (Construction of a replacement building suitable to house the HRPD (High Resolutions Powder Diffractometer) instrument on the ISIS neutron source).

(iii) Other planning issues

Proposed update to Oxfordshire County Council's Local 'List of Information Requirements for validation of planning and related applications'. No comments raised by Councillors.

Traffic Regulation Notice from OCC - Closure of Townsend, Church Hill, Main Street and Lower Road for all motor vehicles, for maintenance work on 13/1/25. **Action:** Clerk to follow up to clarify village access.

Enforcement case: VE24/289 for Warren Piece, is still under investigation.

Enforcement case: Land behind George Pub, Upton, is still under investigation.

10. Finance

(i) Financial Update

(a) Expenditure £ - Cheques

57. Nurture Landscapes Ltd - POS	2216.30
58. Cardinus Risk Management - Re-valuation of village hall & community room	336.00
60. A J Gallagher Insurance Broker - additional premium	321.00
62. J E Berry - October salary	626.16
63. J E Berry - Expenses - Chronicle and Padlock for Play Area (Community Room)	190.60
64. Philip Robbins - Payment for gazebo (money repaid from Charity Account)	1012.95
65. Chilton PCC - Churchyard maintenance	1268.00
66. V L Young - Curtains for village hall	1200.00
Total	7,171.01

(b) Income £

SA Clothing Bank		15.27
Miss Heather Lee Paddock Rent		73.67
PCC Chronicle payment		55.20
S106 Funding Maintenance Play Areas		52,811.01
Interest		196.47

		53,151.62

(c) Balances £

Treasurers Account	500.00
Instant Access	65,248.30
Business Account	196,695.55
Charity Account	5,623.93

- (ii) **Internet Banking** - Further progress has been made towards the use of internet banking but the administrative process is not yet completed. It will be set-up so Clerk organises the payment and then approved by Chris Broad and one further Councillor (Bank considers this as 3 signatures).
- (iii) **Section 106 Application** - The application was resubmitted to include both play areas (Chilton Fields and Village Hall) where equipment was financed by S106 funds. This had been approved, Agreement signed, completed and funding received.
- (iv) **Insurance** - Payment of the additional premium relating to the increase in the building sums insured.
- (v) **Clerk salaries** - Approval given to pay backpay for M Morris and J Berry, in line with recent government pay rise agreement.
- (vi) **CIL Funding** - Annual return submitted.
- (vii) **Parish Precept 2025-26** - requested by 15/1/25. To be agreed by Parish Council at January meeting.
- (viii) **SLCC Annual Membership** - due beginning of January 2025, approval was given to renew - cost £150.
- (xi) **The Countryside Charity (CPRE)** - Approval was given to renew basic membership at £36.00
- (x) **Charitable contribution** to MyVision approved - £50.

Action: Clerk to prepare draft budget to be used to calculate Parish Precept 2025-26 for next meeting.
Action: Clerk to pay items (v), (viii), (xi) and (x).

11. VHMC Report

Chris Broad gave a brief update from the VHMC. The refurbishment of the main hall is complete and an interim heating system using stand-alone heaters has been installed until a permanent solution can be considered and approved.

12. Play Equipment Inspection

Following the last meeting, the Clerk accepted Sawscapes estimate for the removal of the log stack and associated woodchips and asked them to schedule the work. Unfortunately, Sawscapes then said their estimate was incorrect and reissued at a higher cost (£3,720.00) - the Parish Council did not agree to accept this revised estimate and requested a second quote from another supplier. **Action:** Clerk to inform Sawscapes and Chair to arrange second quote.

The Community Room Toddler Play Area has a double gate access, opposite the Community Room double doors, secured by a padlock as gates are not specifically child safe design and a Community Room hirer's child caught her finger and required hospital treatment. The same hirer noticed that no padlock was present and raised her concerns that the same accident could happen again. Clerk bought and fitted new padlock the following day. The issue was discussed and it was agreed that a long-term solution would be to replace with a different child safety designed gate(s).

Action: Clerk to obtain an estimate from Sawscapes to understand potential costs involved.

13. Maintenance of Open Spaces

Clerk had accepted Nurture estimate for the removal of the box hedge in Spa Street and its replacement with topsoil and grass. Work is scheduled last week in November.

A meeting/site walk was held between the Clerk and Nurture to discuss the scope of the contract. A few points raised:

- There are 2 dead trees in Chilton Field's woodland adjacent to Upper Farm Road.
- Trees along Downside (school-side of road) need attention, but they are located outside the metal fence so should be maintained by Harwell site - **Action:** Clerk to follow-up with Harwell Campus.
- Hole in metal fence caused by car reversing into it is still present but is being sorted by the person's insurance.
- Requests continue from individual residents to do additional tasks - agreed they should not undertake any additional tasks unless requested by Clerk.
- Complex division of grass verge maintenance between Highways (currently DWH) and Parish Council discussed. Nurture tends to trim/cut whole verge as more efficient. DWH contractors only appear on site occasionally.

Landscape Group had asked if the Council were happy to continue to use them for Chilton village grass in 2025. It was agreed they should continue but be reminded that their scope includes the grass adjacent to Village Hall driveway. It was also noted that the Hornbeam tree near pump needs trimming.

Action: Clerk to inform Landscape Group.

14. Reports from meetings attended

- (i) Meeting with Highway Maintenance Engagement Officer, Tracy Morton. Attended by Chair and Clerk. Issues discussed:
- Trees on main street - TM has sent report to Tree Team for advice on issues raised.
 - White lining on Church Hill to be refreshed (as requested by Council) - TM has sent link for requesting the work.
 - FixMyStreet - SuperUsers - individuals who will be trained and will be able to prioritise requests on behalf of Highways Team. Frank Dumbleton and Joshua King agreed to be nominated.
- Action:** Clerk to follow-up with Tracy Morton and formally request refreshing white lines.
- (ii) Parish Transport Representatives Meeting - attended by Frank Dumbleton. Main topics presented:
- Oxfordshire has been awarded £9.35 million for 2025/6 under the government's Bus Service Improvement Plan (BSIP). It is split: £5.4 million for capital investment, £3.8 million for revenue support and £0.15 million for capacity and capability in the public transport team (two members). When government cuts resulted in OCC withdrawing all bus subsidies, there was no public transport team as there was no function for them to perform. Now we have a public transport team again. The team is now identifying projects to support through the BSIP funding.
 - A new three-year contract was signed in August to support the X34 Didcot to Newbury service, via Chilton. This should ensure the service until 2027, so it's up to residents to use it and make it viable beyond then.
 - The £2 fare cap for single journeys will be increased to £3 from the beginning of January. Note, the £2 cap was due to finish at the end of 2024.
 - The Demand Responsive Transport study continues. The theory is that buses do not run to a timetable, but they are pre-booked and turn up when required. The 94 route from Didcot to Blewbury, Upton and Chilton, then Harwell Campus, was to be Demand Responsive and a new contract for the 94, serving Didcot, Blewbury and the Moretons, is out to tender, operational for four years.
- (iii) Harwell Site Stakeholders Group (SSG) Meeting, 5th November 2024. Chris Broad provided verbal feedback. He reported that groundwater monitoring results are good and the site are considering decommissioning one remediation plant.

15. Correspondence

- George Ryall, Chilton Scouts - requested use of Green in Crafts End to assemble scouts before Remembrance Sunday parade - Clerk had agreed.
- Ben Silverthorne - requesting registration for 2025 electoral register and updates. Completed.
- Nick Bird - in connection with monitoring of water quality has requested to temporarily remove wheel to clear debris. Has suggested a small monitor enabling current level in well to be seen. Clerk met with him on 22 November.
Council discussed and agreed to the proposed work. Action: Clerk to inform Nick Bird.
- Brian Burscough, Didcot and district U3A Autumn Bulletin giving updated list of speakers Jan-Apr 25
Council agreed good to include such notices in the Chronicle for wider distribution.

- Communications from the Vale on fly tipping, visitors to Abbey Meadows pool during summer.
- WI request approval to install a bench seat on Crafts End green (top end) in memory of Jacqueline Rickards using funds provided by her family.
Council discussed and agreed but asked that it should be a weatherproof bench not a wooden one.
- Action:** Clerk to inform WI.
- OALC - Monthly Update
- NALC Chief Executive Newsletter - AGM, Events newsletter.
- SLCC - weekly news digests.
- Citizens Advice Oxfordshire Newsletter.

16. Summary of Ongoing / New Actions

Person	Action
Clerk	Send letter to Harwell Campus re flooding in Chilton Fields
M Hansard	Revise draft letter to Planning Department and issue 2nd Draft.
Clerk	Prepare draft budget to be used to calculate Parish Precept 2025-26 for next meeting
Clerk	Finance - pay approved items (v), (viii), (xi) and (x)
Clerk	Complete administration processes for Internet Banking
Clerk	Discuss options for higher level of interest for Parish Council's Business Account with Matt Hansard.
Clerk	Respond to Edward Stanhope, Assistant Tree Officer, Vale of White Horse.
Clerk	Follow-up with Highways to clarify village access during works on 13 Jan 2025.
Clerk	Check whether issue re boulders in Toddlers Play Area have been highlighted in previous RoSPA inspections and whether there have been any changes in the risk assessments/guidance
Clerk	Removal of log stack - inform Sawscapes that their revised quote was not approved.
Chair	Removal of log stack - obtain an alternative quote
Clerk	Replacement of gate Chilton Field Toddlers Play Area - obtain an estimate from Sawscapes to understand potential costs involved.
Clerk	Follow-up with Tracy Morton, Highways Engagement Officer
Clerk	Trees along Downside - Clerk to follow-up with Harwell Campus.
Clerk	Grass cutting Chilton - inform Landscape Group continuation contract for 2025.
Clerk	Inform Nick Bird, EA that work approved.
Clerk	Inform WI approval for bench granted.

The meeting closed at 9.30 pm.