

**Minutes of the Chilton Parish Council Meeting held in the Community Room on Wednesday 19th February 2025 at
8.00 pm**

Present	Mr C Broad Dr J A Berry Mr A Candelent Mr F Dumbleton Dr J E Berry	Chair Parish Clerk
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1. **Apologies for Absence** were received from Mr C Clements, Dr M Hansard, Mr J King, Mr M Urso-Cale, and Cllr D Dewhurst, Cllr H Gascoigne, and Ms S Povolotsky.
2. **Declarations of Interest** None
3. **Minutes of the last meeting** (8th January 2025) were agreed and signed as a true record.
4. **Actions from previous meetings**

Person	Action	Update
Clerk	Send letter re Moderna concerns to VWH Planning Department and copy to MP	Completed, response received and circulated, see Section 8.
DD	Check eligibility for Vale Rural Enterprise Grant and forward details to Chris B	Ongoing
Clerk	Increase draft budget by £1,000 and submit Parish Precept 2025-26.	Completed
DD	Check whether the S106 funding 'Art' funding for Pegasus had been used or if it could be combined with CF 'Art' funding	Ongoing
M U-C	To discuss possible 'Art work' with Tim Norris.	Completed
Clerk	Complete administration processes for Internet Banking	Ongoing
Clerk	Discuss options for higher level of interest for Parish Council's Business Account with Matt Hansard.	Not yet started. Interest rates will decrease by 0.1% in April
Clerk	Approved to proceed with AYR Landscaping quote for removal of clamber stack.	Completed, work agreed for early Spring
Clerk	To meet with Sawscapes on 10/1/25 and discuss replacement of gate & removal of boulders in Chilton Field Toddlers Play Area and obtain quotes.	Completed.
Clerk	To notify Nurture that approval given for contract uplift to £23,237.71+VAT and raise PO	Completed
Clerk	Ask Nurture to check whether trees adjacent to 11 Chilton Field Way pose any safety issues and if necessary seek estimate for pruning.	Completed. No safety issues identified. No action required.
Clerk	To progress hedge cutting boundary with churchyard and Hornbeam tree pruning with LG	Completed.
Clerk/CC	To identify location for CF's poo bin and install	Ongoing
FD/JK	Attend training for becoming SuperUsers of Fix-my-Pothole	FD has completed initial training, awaiting visit to receive 'pack'
Clerk	To request OCC Highways that white lines reinstated Church Hill	Completed, included in plan.
Clerk	To report to OCC Highways flooding Newbury Road	Completed
Clerk	To contact OCC Highways regarding 20mph speed limit in Newbury Road	Completed
Clerk	Reply to Michael Linsley re storage of goal posts and grass cutting	Completed
Clerk	Follow-up with Garve Scott-Lodge at Spanglefish to implement the improved Parish Council website.	Completed, new website launched.
Clerk	Meetings - check with members not at the meeting and prepare an updated list of dates for meetings on Mondays from March 2025	Completed

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

5. Open Forum

Six members of the public attended the meeting to discuss the planning application for the Public Art Installation - see Section 8. Overall message was that the local community want better engagement with Harwell Campus.

Laura Davies presented the Chilton County Primary School Art Proposal. It was agreed that a contribution towards costs (up to £200) could be made from PC's Charity Funds.

Action: Clerk to follow-up with Laura Davies.

6. District Council Report

Cllr Gascoigne and Cllr Dewhurst had sent a report prior to the meeting which had been circulated to all members.

7. County Council Report

None.

8. Planning

(i) Applications considered by the Parish Council

P24/V2752/FUL - Retention of car park and hoarding for a temporary period of 6 months. (Separate Minutes, Planning Meeting 03/02/25).

P25/V0265/FUL - Public Art Installation at the War Memorial - there was considerable discussion, with contributions from the members of the public at the meeting, regarding the location and the design of the memorial installation. It was agreed that the design position of the art memorial was preferred but the Clerk should check with Royal British Legion whether the location had been changed at their request. Prior to the meeting there had been discussion within the local community about whether there was sufficient detail for viewers to understand the impressionistic approach. The council supported this approach but liked the suggestion from a member of the public to add some bench seating inside the structure between the rings to represent the seating within the fuselage that soldiers would have sat on. Likewise, to include seats where the pilot and copilot would have sat. This seating would also provide added amenity. In addition, it was agreed it would be good to indicate the overall size of the glider, possibly by marking with pointers the extent of the tips of the wings and nose/tail relative to the fuselage. It was agreed that the information plaque needs to be located in close proximity to the piece of art to explain its significance.

Action: Clerk to check with RBL regarding their preferred position and submit PC comments on planning application.

(ii) Applications determined by the Vale

None.

(iii) Other planning issues

Letter to Vale re Moderna - Response received that noted full consideration had been taken of traffic implications and that each planning application from Harwell Campus is not considered in isolation. Noise from Moderna construction was now sorted, lighting is still under consideration.

The Crown, Chilton - have requested that the Parish Council provide a new Parish Council Notice Board (old one rotten) and approval to move it to a more convenient location. Need for new notice board agreed.

Action: Clerk to source new board and Chris Broad to request donation towards its cost from the Crown.

Action: Debra to check the Crown's eligibility for Vale Rural Enterprise Grant and provide details.

9. Finance

(i) Financial update

(a) Expenditure £ - Cheques

84. Sawscapes Play - quarterly inspection	420.00
85. Nurture Landscapes Invoices 1SW547920 & 1SW548681	4,432.60
86. The Landscape Group Oxford	762.00
87. Tactical Facilities Management Ltd	335.09
88. JE Berry Expenses (Chronicle £231.84 + £26.40 postage stamps)	258.24
89. JE Berry Salary (January)	655.25
Total	6,863.18

(b) Income £

SA Clothing Bank	7.76
Miss Heather Lee Paddock Rent	73.67
CF Allotments (8@£31.31 +1@£16.31)	266.79
LR Allotments (12@£25.34 + 2@£10.34)	324.76
Interest	441.39

	1,114.37

(c) Balances £

Treasurers Account	500.00
Instant Access	54,537.53
Business Account	198,21.87

- (ii) **Parish Precept 2025-26** - Submitted as approved at £27,904. It included £1,000 towards CF POS Fund.
- (iii) **Allotments** - Annual payments were being collected. One vacancy at Chilton Fields offered to the person at the top of waiting list. A few vacancies at Lower Road were in the process of being allocated. Surprise has been expressed by one allotment holder who has 2 smaller 'new' allotments that all LR allotments are charged at the same rate despite some being larger than others - Clerk agreed a small discount. Possibly need to reconsider pricing by area next year.
- (iv) **Banking** - The limit of £500 on the Treasurers Account, which is automatically topped up from the Instant Access account, has led to some cheques being bounced until top-up has happened. Agreed should increase balance level to £4,000 as recommended by bank. Noted that the interest rate on our main business account will decrease by 0.1% to 0.9%. The instant access account will similarly reduce to 0.8%. The administrative process for the use of internet banking is not yet completed.
- (v) **Friends of the Ridgeway** - annual subscription is £15/year. Agreed this was of limited value and would not be renewed.

10. VHMC Report

It was noted that the Parish Council had been sent a copy of updated T&Cs for Hirers that included their comments about clearing up at the end of a hire.

11. Play Equipment Inspection

(i) The quarterly Sawscapes play equipment inspections took place on 10th January 2025. The following issues were identified:

Site	Issues	Recommended action
CF Toddler Area	Grass mats (swing, tower, seesaw)	Replace
	Boulders - trip hazard	Remove (risk=9)
	Plywood seat on seesaw flaking	Monitor/replace (risk=4)
	Tower - rot on one picket slide infill	Needs replacing (risk=4)
CF Outdoor Gym	Hydraulic Arm Combo - Seat damaged	Replace seat (risk=1)
CF Junior Area	Wetpour starting to come away from sides, minor damage swing tyre, stepping logs some splits	Monitor, risks=4
VH Junior Area	Maintenance gate - Replace lock, consider replacing 'bent nails' with small bolts (prevent gates being lifted off)	Replace lock
VH Teen Area	Showing signs of age. Grass mats signs of wear.	
	Zip wire seat split cable slack	Adjust cable, monitor/replace seat (risk=4)
	Basket swing - nest seat worn, consider replacing surfacing as ground sunken and not. correct fall height	Risk = 4
	Boulder - sharp points	Risk = 6

	Roundabout - one seat damaged, replace grass mats	Risk = 4
	Clamber Stack (awaiting removal)	Risk = 4

Action: Clerk to obtain quote for maintenance actions identified for CF Toddler Area.

- (ii) A quote had been received from Sawscapes to replace the double gates to the Community Room Toddler Play Area with a child-safe design. Two options costed - it was noted that the total was incorrect as it included both options:

1. Combination gate - One side of the gate kept locked and the other side has a self-closing mechanism.
2. Pedestrian gate - self closing gate like the other gate on site.

Clerk had confirmed quote was still valid despite stated expiry date. PC approved Option 2.

Action: Clerk to progress replacement gate.

12. Maintenance of Open Spaces

- (i) Landscape Group quotes for cutting back hedge between Village Hall carpark and churchyard and for pruning Hornbeam tree near village pump, have been accepted and work scheduled.

- (ii) In July 2024, the Council agreed to the installation of a new dog poo bin by the allotments, Chilton Fields. Clerk suggested a Glasdon bin made from recycled materials, costing £550-£600. The location still needs to be agreed.

Action: Chris Clements and Clerk to progress.

- (iii) Lower Road paddock - Patsy Boot had advised they are aiming to clear by the end of February. Currently 3 expressions of interest have been received. Will need to be advertised, probably with a requirement to make good fences as part of the new lease.

Action: Clerk to follow up with existing and potential new tenants.

13. Highways Maintenance

- (i) Frank Dumbleton and Josh King had been nominated as SuperUsers of Fix-my-Pothole and been invited for training. Frank had completed initial training and was awaiting a visit from OCC on 06/03/25 to complete his training.

- (ii) Newbury Road - Clerk had reported flooding issue and requested installation of a 20mph speed limit.

- (iii) Hagbourne Hill/Chilton Road - Clerk had contacted Highway's Engagement to seek clarification regarding the scope of work planned on 21/02/25.

14. Correspondence

- Stuart Walker, Major Applications Team Lead, responded to our letter regarding Moderna, discussed 8(iii).
- Nick Hynard, working on behalf of SSEEN. Sought permission for tree works around perimeter of Chilton Recreation Ground to keep power lines clear. *CB/Clerk Permission given. 48 hours' notice will be given.*
- Patsy Boot on track for handing back paddock at end February.
- Eric Ainsley - street lighting in CF. Asking if PC can request change to LEDs as part of the Highways adoption process.
- Kiran Biant - chasing up her request for tree pruning on land adjacent to 11, CFW. *No further action needed.*
- Laura Davies sending the Chilton County Primary School Art Proposal.
- Cath Convey - Conservative Party CC election candidate - offering to come to a meeting to speak to us. *Inappropriate because political.*
- Thames Valley Environmental Records Newsletter.
- Friends of the Ridgeway Newsletter and chasing for annual subs.
- Oxfordshire Playing Fields Association.
- Wild Oxfordshire Newsletter.
- VWH Communications including Pledge to represent local communities following the reservoir announcement, Vales budget for 25/26 and Botley Rd closure for further 18 months.
- Tim Darch - OCC Parish Transport changes in bus timetables - *FD noted that only 94 (once a day) affected.*
- OALC - Monthly Update
- NALC Chief Executive Bulletin (weekly)
- NALC Events Newsletter.
- SLCC - weekly news digests.
- Thames Valley Alerts.
- Police & Crime Commissioner Matthew Barber, updates

- Rural Service Network - monthly bulletin.
- CPRE Campaigns Update 2024.

It was agreed that appropriate Newsletters should be uploaded onto Parish Council website to enable wider readership.

Clerk: To upload appropriate Newsletters.

15. Dates for future meetings

The Council agreed the proposed list of future meeting dates, moving meetings from Wednesdays to Mondays.

Date of next Parish Council meeting, Monday 24th March 2025, in the Village Hall.

16. Summary of Ongoing / New Actions

Person	Action
DD	Check the Crown's eligibility for Vale Rural Enterprise Grant and provide details.
Clerk	Check with RBL regarding their preferred position for Harwell memorial art project and submit PC comments on planning application.
Clerk	Clerk to source new PC board and Chris Broad to request donation towards its cost from the Crown.
DD	Check whether the S106 funding 'Art' funding for Pegasus had been used or if it could be combined with CF 'Art' funding
Clerk	Follow-up funding for Chilton School Art Project.
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	Obtain quote(s) for maintenance actions identified for CF Toddler Area.
Clerk	Progress replacement gate for CF Toddler Area.
Clerk/CC	To identify location for CF's poo bin and install.
Clerk	To follow-up existing/new tenancy of Lower Paddock.
FD/JK	Receive training for becoming SuperUsers of Fix-my-Pothole
Clerk	To upload appropriate Newsletters on Parish Council website.

The meeting closed at 9.35 pm.