

Minutes of the Chilton Parish Council Meeting held in the Village Hall on Wednesday 8th January 2025 at 8.00 pm

Present	Mr C Broad Dr J A Berry Mr A Candellent Mr C Clements Mr M Urso-Cale Cllr D Dewhurst Dr J E Berry	Chair Parish Clerk
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1. **Apologies for Absence** were received from Dr M Hansard, Mr F Dumbleton, Mr F King, Cllr H Gascoigne, and Ms S Povolotsky.
2. **Declarations of Interest** None
3. **Minutes of the last meeting** (30th November 2024) were agreed and signed as a true record.
4. **Actions from previous meetings**

Person	Action	Update
Clerk	Send letter to Harwell Campus re flooding in Chilton Fields	Completed. Been advised by Louise Aitken, Estate Manager, Harwell Campus, that road concerned has been adopted by Highways and will need to be followed up with them.
M Hansard	Revise draft letter to Planning Department and issue 2nd Draft.	Ongoing, further draft circulated - any final comments please.
Clerk	Prepare draft budget to be used to calculate Parish Precept 2025-26 for next meeting	Completed.
Clerk	Finance - pay approved items (v), (viii), (xi) and (x)	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.
Clerk	Respond to Edward Stanhope, Assistant Tree Officer, Vale of White Horse.	Completed. See update under item 8(ii)
Clerk	Follow-up with Highways to clarify village access during works on 13 Jan 2025.	Completed. See update under item 13. Highways maintenance.
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	Ongoing, although next inspection scheduled for 9th January. Clerk aiming to meet with Inspector.
Clerk	Removal of log stack - inform Sawscapes that their revised quote was not approved.	Completed.
Chair	Removal of log stack - obtain an alternative quote	Completed. See update item 11. Play Equipment.
Clerk	Replacement of gate Chilton Field Toddlers Play Area - obtain an estimate from Sawscapes to understand potential costs involved.	Ongoing, see update item 11. Play Equipment.
Clerk	Follow-up with Tracy Morton, Highways Engagement Officer	Completed. See update item 13. Highways maintenance.
Clerk	Trees along Downside - Clerk to follow-up with Harwell Campus.	Completed. See update item 12. Maintenance of Open Spaces.
Clerk	Grass cutting Chilton - inform Landscape Group continuation contract for 2025.	Completed.
Clerk	Inform Nick Bird, EA that work approved.	Completed.
Clerk	Inform WI approval for bench granted.	Completed.

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

5. Open Forum

No members of the public attended the meeting.

6. District Council Report

CLlr Gascoigne and CLlr Dewhurst had sent a report prior to the meeting which had been circulated to all members. Further updates provided by Debra D under Planning.

7. County Council Report

None.

8. Planning

(i) Applications considered by the Parish Council

None.

(ii) Applications determined by the Vale

P24/V2326/HH Partial conversion of existing garage into habitable accommodation, 2 Chilton Fields Way, Chilton, Didcot OX11 0SZ. **Objection** raised by Parish Council due to loss of one parking space. No other objections had been received and the application was approved.

Proposed tree works 14 Chilton Field Way. The Parish Council's request that work be undertaken by a qualified tree surgeon to BS3998/2010 was included in conditions of consent.

(iii) Other planning issues

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. Further information received from Timothy Belton, Assistant Work Manager, Milestone Infrastructure. This had been circulated and was summarised in January Chronicle.

GP Practice in GWP - Debra noted the contractor has been provided funding to prepare planning application but not yet submitted.

The Crown, Chilton should be eligible for same Vale Rural Enterprise Grant secured by The George.

Action: Debra to check with Sally re eligibility and provide details to Chris Broad.

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

Enforcement case: Land behind George Pub, Upton, a retrospective application is being allowed and the Parish Council should consider it when submitted.

9. Finance

(i) **Financial Update**

(a) Expenditure £ - Cheques

67. Castle Water (back usage following meter reading)	117.65
68. Maggie Leigh - Curtain Poles Village Hall	380.00
69. Landscape Group	409.56
71. Mrs Morris - backpay April 24-Sept 24	212.40
72. Castle Water (November)	17.08
73. Surrey Hills Solicitors LLP (advice re paddock)	228.00
74. Dr J E Berry Salary (November + backpay Sept 24 - Oct 24)	713.43
75. Nurture Landscapes Ltd (POS + Hedge removal Spa Street)	3089.30
76. Dr J E Berry expenses (Chronicle printing)	264.96
77. Bibby Commercial Finance Ltd (2 invoices October & Nov)	173.99
78. CPRE Annual Membership	36.00
79. Nurture Landscapes Ltd (POS)	2,216.30
80. Dr J E Berry Salary (December) + expenses (Chronicle printing)	754.60
81. Donation to MyVision	50.00
82. SLCC Annual Membership	150.00
Total	8,813.28

(b) Income £

SA Clothing Bank	10.28
Miss Heather Lee Paddock Rent x 2 months	147.34
PCC Chronicle payment	82.80
Patsy Boot Paddock	450.00
Interest	188.32

	878.74

(c) Balances £

Treasurers Account	500.00
Instant Access	57,870.58
Business Account	197,549.40

Charity Account 5,694.94 (see (ii) below)

- (ii) **Charity Account** included receipt of £66.59 from CCLA Investment and £4.42 interest.
- (iii) **Parish Precept 2025-26** - Draft budget 25/26 £26,904 was discussed by the Parish Council. This was £2,449 higher than the current year (£24,455) due to substantial increases in Clerk salaries (more hours) and insurance costs, despite benefits received through S106 play equipment funding. Parish Council agreed budget should be increased by an additional £1,000 to start building a Chilton Field POS Fund.
Action: Clerk to finalise and submit Precept Form.
- (iv) **S106 CF Public Art Project Contribution £5,400.** - Clerk had been advised by Abigail Brown, Arts Development Officer VWHDC, that it is flexible and can be 'on or off site'. Council discussed possible use to fund installation of benches at Amphitheatre.
Action: Debra Dewhurst to find out whether the S106 funding 'Art' funding for Pegasus had been used or if it could be combined.
Action: Mark U-C to discuss possible 'art work' with Tim.
- (v) **Allotments** - Council agreed annual payments should be increased to £15 + share of water charges.
- (vi) **Internet Banking** - The administrative process is not yet completed.

10. VHMC Report

The Council approved a 5% increase in hirers charges from 1st January 2025. The Hirers T&Cs were also approved with the addition of further clarification regarding hirer's responsibility for clearing up at the end of hires.

11. Play Equipment Inspection

Following the decision not to accept updated Sawscapes estimate for the removal of the log stack and associated woodchips, an alternative quote had been obtained from AYR Landscaping. The Council approved this significantly cheaper quote of £2,060+VAT.

Action: Clerk to progress with AYR Landscaping.

A quote had been requested from Sawscapes to replace the double gates to the Community Room Toddler Play Area with a child safe design. 3 options were provided for discussion:

1. Maintenance gate - as current gate - typically kept locked and have no self-closing mechanism.
2. Combination gate - One side of the gate is kept locked and the other side has a self-closing mechanism.
3. Pedestrian gate - self closing gate like the other gate on site.

The Council preferred Option 2.

Action: Clerk to meet with Sawscapes on 10th January to discuss and request quotes.

12. Maintenance of Open Spaces

Nurture had requested an uplift of 9% to take account of additional areas / work they are undertaking on their contract. Proposed new contract value £24,157.67+VAT. The Clerk has queried this and reminded Nurture that they should not take on additional work that should be covered by David Wilson Homes (to be transferred to Highways) and requested more details regarding the location/nature of the work. Nurture subsequently responded with a lower new contract value of £23,237.71+VAT for the current schedule of works. This smaller increase was approved by the Council.

Action: Clerk to notify Nurture and arrange new PO.

Landscape Group - following their winter pruning noted that the hedge between the village hall car park and the churchyard has become very tall making maintenance difficult. They had quoted £747+VAT (including 10% discount) to substantially reduce the height of the hedge and £150+VAT to prune, reshape Hornbeam tree near village pump, as requested at last meeting. Both quotes were approved by Council.

Action: Clerk to notify Landscape Group.

In July 2024, the Council agreed to the installation of a new dog poo bin by the allotments, Chilton Fields. This is outstanding but the location needs to be agreed.

Action: Chris Clements and Clerk to progress.

13. Highways Maintenance

(i) Overhanging trees Main Street. Tracy Morton, Highways Engagement team, had reported issue to their Tree Team who responded saying they were responsibility of The Old Post Office. Clerk responded that this approach had been tried previously and the owners refuted they were their responsibility. Clerk also noted that the trees looked very unstable during recent storms and needed urgent attention. Tracy Morton subsequently agreed in e:mail dated 6/1/25 that this matter will be picked up by the OCC's Tree Team.

(ii) Frank Dumbleton and Josh King have been nominated as SuperUsers of Fix-my-Pothole and been invited for training.

Action: Frank Dumbleton and Josh King to undertake training.

(iii) Council agreed there is a need to formally request reinstatement of white lines on Church Hill following Highways resurfacing work in the Spring.

Action: Clerk to request white lines.

(iv) Newbury Road - it was agreed that flooding needs to be reported to Highways.

Action: Clerk to report flooding.

(v) Newbury Road - request from resident for 20mph speed limit considered and noted that should be implemented when Chilton Fields roads adopted if not before.

Action: Clerk to request speed limit.

14. Correspondence

- Nick Bird - Environment Agency - has advised that work will not proceed as originally planned due to budget constraints. In the meantime, they are likely to remove broken equipment and take monthly readings.

- Tom Douglas - Intermittent fault in street lamps CF.

- Louise Aitken, Estate Manager, Harwell Campus, has confirmed that street lighting issues are being addressed. Also, that she will ask the Ground Team to conduct a review of the trees in Downside. She noted that she is awaiting the results of their annual tree survey that identifies work to be done.

- Michael Linsley - further correspondence regarding storage of goal posts and whether he can cut grass if required. *Council noted storage of goal posts is at his own risk and cutting of grass is not permitted.*

Action: Clerk to respond accordingly.

- Dan Winterbourne has enquired whether the football pitch and village hall facilities can be hired for use by a Girls 11-a-side team next season. *Clerk had already responded not possible but has provided contact details for the new Moderna facilities.*

- Mrs Biant, 11 Chilton Fields Way - requesting 2 trees on adjacent land are pruned. **Action:** Clerk to ask Nurture to check whether trees pose any safety issues, if not Council are not liable for pruning.

- Chris Clements, requested hedge in CF is trimmed.

- Richard Hughes - Request 20mph speed limit on Newbury road - *Already discussed under Highways maintenance.*

- Natalie Zelazna - requesting reduction of her allotment to 50% - *agreed not a problem.*

- Garve at Spanglefish 3 - are we still interested in new version of website set up in January 2023. Councillors had been asked to preview the new site: <https://chilton.spanglefish.org/> . *Council agreed it should be followed up as old site very dated.* **Action:** Clerk to follow-up.

- Local Government Boundary Commission - final recommendations - *had been circulated to members for information.*

- Oxon Sa - 24/25 External Audit timetable and requirements.

- Harwell SS - Dates for future meetings, copy of EA's presentation from last meeting.

- Communications from the Vale on Vision for the future of sports pitches and leisure facilities, WH Leisure & Tennis Centre refurbishment, submission of Joint Local Plan and End of Year Summary from Cllr Bethia Thomas, Leader of VWHDC.

- OALC - Monthly Update

- NALC Chief Executive Newsletter.
- SLCC - weekly news digests.
- Thames Valley Alerts.
- Police & Crime Commissioner Matthew Barber, December Update
- Rural Service Network - monthly bulletin.
- CPRE Campaigns Update 2024

15. Dates for next meetings

The Council discussed the proposal to move meetings from a Wednesday to another day that would be more convenient for several members of the Council due to work Commitments. Agreed Mondays would be better.

Action: Clerk to check with members not at the meeting and prepare an updated list of dates for meetings from March 2025.

16. Summary of Ongoing / New Actions

Person	Action
Clerk	Send letter re Moderna concerns to VWH Planning Department and copy to MP
DD	Check eligibility for Vale Rural Enterprise Grant and forward details to Chris B
Clerk	Increase draft budget by £1,000 and submit Parish Precept 2025-26.
DD	Check whether the S106 funding 'Art' funding for Pegasus had been used or if it could be combined with CF 'Art' funding
M U-C	To discuss possible 'Art work' with Tim Norris
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	Approved to proceed with AYR Landscaping quote for removal of clamber stack.
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.
Clerk	To notify Nurture that approval given for contract uplift to £23,237.71+VAT and raise PO
Clerk	Ask Nurture to check whether trees adjacent to 11 Chilton Field Way pose any safety issues and if necessary seek estimate for pruning.
Clerk	To progress hedge cutting boundary with churchyard and Hornbeam tree pruning with LG
Clerk/CC	To identify location for CF's poo bin and install
FD/JK	Attend training for becoming SuperUsers of Fix-my-Pothole
Clerk	To request OCC Highways that white lines reinstated Church Hill
Clerk	To report to OCC Highways flooding Newbury Road
Clerk	To contact OCC Highways regarding 20mph speed limit in Newbury Road
Clerk	Reply to Michael Linsley re storage of goal posts and grass cutting
Clerk	Follow-up with Garve Scott-Lodge at Spanglefish to implement the improved Parish Council website.
Clerk	Clerk to respond to Michael Linsley re storage goalposts and grass cutting.
Clerk	Meetings - check with members not at the meeting and prepare an updated list of dates for meetings on Mondays from March 2025

The meeting closed at 9.35 pm.