

**Minutes of the Chilton Annual Parish Council Meeting held in the Community Room
on Wednesday 7th May 2025 at 8.00 pm**

Present:	Mr C Broad	Chair
	Dr J A Berry	
	Mr A Candelent	
	Mr C Clements	
	Mr F Dumbleton	
	Dr M Hansard	
	Mr M Urso Cale	
	Dr J E Berry	Parish Clerk

1. **Apologies for Absence** were received from Mr J King, Cllr D Dewhurst and Cllr H Gascoigne.
2. **Declarations of Interest** None
3. **Election of Chairman**
Mr Broad was proposed by Dr Hansard, seconded by Mr Urso-Cale and accepted by all. The Acceptance of Office was signed.
4. **Election of Vice Chairman**
Dr Hansard was proposed by Mr Broad, seconded by Mr Urso-Cale and accepted by all.
5. **Councillors Roles**
 - Footpaths - Mr Broad
 - Transport - Mr Dumbleton, Dr Berry
 - VHMC - Mr Dumbleton, Mr King
 - Site Representatives - Dr Hansard, Mr Urso-Cale
 - OALC - rotate between Councillors.
 - National Landscapes (old AONB) - Mr Dumbleton
 - Planning - Whole Council
 - Finance - Dr Hansard
 - Facebook - Mr Dumbleton
6. **Minutes of the last meetings**
The minutes of the last Parish Council meeting on 24th March 2025 and the Planning meeting on 24th April 2025 were agreed and signed as true records.
7. **Open Forum**
Two members of the public attended with particular interest in why there are different preferred options being put forward by the District and County Councils for future Unitary Authorities. Also asked about the longer-term plans for covering the relatively high costs for maintenance of Chilton Field Public Open Spaces once the S-106 money is used up. It was noted that the Council is looking at different options including the rebid of the service agreement.
8. **County Council Report**
Prior to the May election, Division boundary changes had led to Chilton Parish being divided by the A34 into East and West Chilton and the parish now falls under the responsibility of 2 OCC Councillors. Following the election, Cllr Rebekah Fletcher (Lib Dem) is the new OCC Councillor for Harwell, Western Valley and Blewbury Division and will be responsible for the old village. Cllr Jane Hanna (Lib Dem) will be responsible for Chilton Fields and other areas west of A34. Cllr Fletcher attended the meeting and reassured the Council that they would work together for the benefit of the village. Agreed both will be invited to future meetings.
Action: Cllr Fletcher - to find out why The Times online archive is no longer available at OCC.
9. **District Council Report**
Cllr Gascoigne and Cllr Dewhurst had sent their Monthly Parish Update prior to the meeting which was circulated before the meeting. Cllr Gascoigne had also provided an update on the outstanding actions from previous meetings - see below.

10. Actions from previous meetings

Person	Action	Update
DD/HG	Check the details/eligibility for Vale Rural Enterprise Grant.	Completed. It is hoped the REPF scheme will reopen in June. Cllr HG will liaise with Crown pub.
Clerk	Clerk to source new PC board and Chris Broad to request donation towards its cost from the Crown.	On hold
DD/HG	Check whether the S106 'Art' funding from Pegasus Close had been used or if it could be combined with CF 'Art' funding	Ongoing
Clerk	Respond as agreed to planning applications	Completed
Clerk	Follow up the offer by Steve Roberts at Carter Jones to help PC set up a stakeholder meeting with Moderna.	On hold until after decisions published on Lighting and Security Fence planning applications.
Clerk	Complete administration processes for Internet Banking	Ongoing
Clerk	Consider options for higher level of interest for Parish Council's Business Account with Matt Hansard.	On hold
Clerk	Progress new mandates BlackRock and CCLA to allow Clerk details to be changed.	Ongoing
Clerk	Respond to PCC regarding their letter requesting funding.	Completed
Clerk	Obtain quote(s) for maintenance actions identified for CF Toddler Area.	Completed. Update given Section 14.
Clerk	Progress replacement gate for CF Toddler Area.	Completed. Update given Section 14
Clerk/CC	Identify location for CF's dog poo bin and install.	Update given Section 15(i)
Clerk	Follow-up existing/new tenancy of paddock(s).	Update given in Section 15(ii)
Clerk	Accept Landscape Group quote to clear allotment & secure new tenant.	Completed
JK	Attend training to become SuperUser of Fix-my-Street	Ongoing
Clerk	CF ornamental streetlamp - follow-up intermittent light	Is progressing - see Section 15(iii)
Clerk	Contact John Richardson - maintenance of footpath across his field	Completed
FD	Investigate ownership/replacement of bus shelter to provide seating	Now 2 requests. Ongoing.

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

11. Planning

(i) Applications to be considered by the Council

No new applications beyond those considered at the separate planning meeting on 24th April 2025.

(ii) Applications determined by the Vale

P25/V0479/S73, for development work at the following location: Lime Tree Farm, Dene Hollow, Chilton Didcot. The application is for: Removal of condition 3 (occupancy restriction) on application ref. P87/V1194 (CHI/2308/13). APPROVED without conditions. The detailed Delegated Report states:

6.15 **Additional matters**

In response to concerns raised by the parish council:

- The red line associated with the original application, which is drawn closely around the dwelling, is unchanged in the current application, as is the requirement of a S73 application. The area considered by this

application does not include the grassed open area to the south of the site and would not therefore be affected by the removal of the condition.

- As above, the application has no direct impact on the PROW which runs round the edge of the site (outside the red line area). Use of the existing field gates into the site would have no impact on the PROW.
- For these reasons no further conditions are required to manage these points.

During discussion it was noted that the Public Right of Way runs diagonally across the site and does not run round the edge of the site.

Action: Clerk to inform Vale Planning regarding the route of the PROW.

(iii) Other planning issues.

Updates on Enforcement notices: Cllr Gascoigne had informed the Clerk that the delay with Warren Piece was because the Planning Department did not know who owned it, however ownership has now been established.

12. Finance

(i) **Financial update**

(a) Expenditure £ - Cheques

2593. The Landscape Group	1076.40
2598. The Landscape Group (allotment clearance)	306.00
2599. Tactical Facilities Management (March bins)	335.09
2600. JE Berry expenses - April Chronicle	198.72
2601. JE Berry - March salary	655.25
2602. Mrs Morris - expenses - moving desk to Community Room office	100.00
2603. Tactical Facilities Management (April bins)	83.77
2604. Bespoke Garden Projects (Quarterly play equipment inspections)	402.00
2605. Castle Water - updated bill (no water usage)	26.27
2606. JE Berry expenses - May Chronicle	131.04
2607. JE Berry - April salary	655.25
Bank Service charges	8.25
Total	3,978.04

(b) Income £

Precept	13,952.00
SA Clothing Bank	8.01
Miss Heather Lee Paddock Rent (April & May)	147.34
Allotments (Cheques 1@£25.34)	25.34
Allotments (BACS)	46.31
Interest	204.83
Wayleave (SSEE)	49.87

	14,433.70

(c) Balances £

Treasurers Account	4,000.00
Instant Access	52,914.17
Business Account	199,876.67

(ii) **Banking** - The balance used for the Council's 'process funding and creaming arrangement' had been increased to £4,000 as requested.

(iii) **Statement of Accounts 2024-2025** - The statement had been prepared subject to audit and published in the May Chronicle.

13. VHMC Report

The annual report had been received and published in the May Chronicle.

14. Play Equipment Inspection

(i) Councillors provided an update for Village Hall and Chilton Field Inspections. Dr Hansard noted that some graffiti has appeared on the amphitheatre and that Mark Urso-Cale has some spare wood for it which could be used.

- (ii) Nurture had removed the large boulder from the Village Hall Play Area free of charge.
- (iii) Sawscapes had gone into liquidation. Alternative quotes for safety inspections and the required maintenance work and replacement of gate in Chilton Field Toddler area had been obtained from Infinity Playgrounds. In addition, Stuart Ward ex MD Sawscapes has moved to Bespoke Garden Projects. He sent new quotes which were compared with original Sawscapes quotes and those from Infinity Playgrounds. The Bespoke Garden Projects quotes were slightly cheaper than previous Sawscapes quotes which in turn were slightly cheaper than those from Infinity Playgrounds (who had been asked to quote before we knew Sawscapes were in trouble). Please see table below - all prices exclude VAT. The quarterly inspections were due in April so following discussion with the Chairman, the Clerk proceeded with Bespoke Garden Products. Similarly, the Clerk proceeded with their slightly cheaper quotes for the previously approved work in the CF Toddler Area (TA).

Item	Sawscapes	Infinity Playgrounds	Bespoke Gardens
Quarterly Inspections	£350	£350	£335
Replacement gate CF Toddler Area	£1,995	£2,172.12	£1,895
Rubber mats CF TA	£1,870	£2,154.30	£1,780
Seesaw seats CF TA	£200	Included in above	£190
Picket infill slide CF TA	£125	Included in above	£75
Sub-total above 3 items	£2,195	£2,154.30	£2,045

Results of recent Bespoke Garden Products safety inspections (Stuart Ward) had been reviewed and the following issues identified:

Site	Issues	Recommended action
CF Toddler Area	Grass mats (swing, tower, seesaw)	Replace
	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, roundabout timber raised and can't be tightened (Stuart to raise with supplier)	Generally, monitor, but roundabout timber should be sorted. All risks=4
VH Junior Area	Maintenance gate - Replace lock, consider replacing 'bent nails' with small bolts (prevent gates being lifted off)	Replace lock, Risk = 6
VH Teen Area	Showing signs of age. Grass mats signs of wear and several grass mats need replacing.	
	Basket swing - nest seat worn, replace matting.	Risk = 4
	Roundabout - seats damaged, replace immediately, replace grass mats	Risk = 9
	Clamber Stack (awaiting removal)	Risk = 9

The main issues were in the Village Hall Teen Area, the roundabout and Clamber Stack. Grass mats were identified in several areas as needing replacement but risk = 4. Several pieces of equipment at all sites were reported to have algae growth and in need of cleaning. It was agreed that the Roundabout seats and Clamber Stack needed to be sorted.

Action: Clerk to chase AYR regarding the removal of the Clamber Stack and request Bespoke Garden Products for a quote to replace the damaged seats on the roundabout.

15. Maintenance of Open Spaces

- (i) Location for the installation of a new dog/rubbish bin had been identified in Chilton Field.
Action: Clerk to identify installation kit required and arrange for installation and subsequent maintenance.
- (ii) *Lower Road Paddock* - Wayne Boot had advised they would be clear by 10th May. Expressions of interest for renting were formally invited in the May Chronicle. The Clerk had also contacted people who previously expressed interest. In total 5 expressions of interest had been received although one had subsequently been withdrawn as an alternative paddock had been secured. Of these, another was for donkeys and goats to be used to support commercial business for children with special needs. It was noted this would not be possible as the Council's Agreement excludes use in support of commercial business.

It was agreed it may be necessary to agree an initial period rent free to compensate for work needed to repair fences etc. Criteria for the selection of new tenant to include (a) local to Chilton, (b) usage/type of animals, (c) ability/willingness to take it on as found and sort fences etc.

Charity Paddock - The clerk confirmed that four weeks' notice had been given to the current tenant that PC does not want to renew her Tenancy Agreement for the Charity Paddock.

Action: Clerk/Chair to establish current market rate for paddock rental and to ask John Richardson if he could provide a rough estimate for cost/metre for field fencing and price/acre for reclamation of paddock as a guide to costs involved. Clerk to proceed to discuss with potential new tenants for both paddocks.

- (iii) Supply of power to ornamental streetlamp installed by DWH. Harwell Campus had removed lamp and capped it. DWH had arranged for a services survey to take place on 19th May to establish the source of power supply. The Clerk was reminded there are actually 2 ornamental lamps.

Action: Clerk to follow-up with DWH.

16. Highways Maintenance

- (i) Frank Dumbleton and Josh King had been nominated as SuperUsers of Fix-my-Street. Frank had completed training and reported that he had begun reporting issues.
- (ii) Newbury Road - Clerk had reported flooding issue and requested installation of a 20mph speed limit directly with the 20mph team at OCC.
- (iii) Adoption of Chilton Fields roads. The Approving Engineer from the Highways Agreements team, OCC, requested an update from David Wilson Homes, and he had replied, 'OCC issued the letter of support at the end of January 2025 and David Wilson Homes are now in the process of completing the AP1 to submit to Land Registry to resolve the land gap. It is likely going to be a good few months before we get an outcome either way'.
- (iv) OCC had sent 4 Traffic Regulation Notices relating to planned work (Surface Dressing and Surface Sealing) on Hagbourne Hill and in the village in Townsend, Church Hill, Main Street and Lower Road.

17. Correspondence

- Shannon Smith/Heather Lee, as discussed in closed meeting 24/4/25.
- Denise McElroy - requesting update to her previous request for new bus shelter at Main Street with seat/bench.
- Natalie Wilson also requesting seating at main street bus stop.
- Fiona Smart - campaigning for 30mph speed limit between North Drive and lights at Thompson Avenue. She referred to a Newbury Road 30mph request from Harwell PC that was declined.
- Didcot Powerhouse Fund Impact Report on 2024 Grants - Clerk attended event.
- Communications VWH - garden waste permits, new waste depot, community transport- launching grant funding - applications to be received by 11/7/25.
- OALC - Monthly Update
- NALC Chief Executive Bulletin (weekly) and Events Newsletters
- SLCC - weekly news digests.
- Thames Valley Alerts
- Police & Crime Commissioner Matthew Barber, updates
- Rural Service Network - monthly bulletin.
- CPRE Update, April 2025

During discussion it was agreed the main street bus shelter had been installed by the Parish Council.

It was also noted that the information panel at the bus shelter by the D Day memorial has been broken.

Actions: Clerk/FD to follow-up on bus shelter issues.

18. Dates for future meetings

- (i) The Annual Parish Meeting will be on Monday 19th May in the Village Hall.
- (ii) The next Parish Council meeting will be Monday 9th June in Village Hall.

19. Summary of Ongoing / New Actions

Person	Action
Clerk	Clerk to source new PC board and Chris Broad to request donation towards its cost from the Crown. <i>On hold.</i>
DD	Check whether the S106 'Art' funding from Pegasus Close had been used or if it could be combined with CF 'Art' funding

Clerk	Follow up regarding a stakeholder meeting with Moderna once planning applications completed.
Clerk	Complete administration processes for Internet Banking
Clerk	Consider options for higher level of interest for Parish Council's Business Account with Matt Hansard. <i>On hold.</i>
Clerk	Progress new mandates BlackRock and CCLA to allow change details
Clerk	Inform Vale Planning regarding the route of the PROW
Clerk	Chase AYR regarding the removal of the Clamber Stack and request Bespoke Garden Products for a quote to replace the damaged seats on the roundabout.
Clerk	Identify installation kit required and arrange for installation of new litter/dog bin and its subsequent maintenance.
Clerk/Chair	Establish current market rate for paddock rental and to ask John Richardson if he could provide a rough estimate for field fencing and reclamation of paddock.
Clerk	Follow-up existing/new tenancy of Lower Paddock.
JK	Attend training for becoming SuperUser of Fix-my-Street
Clerk	CF ornamental streetlamp - follow up with DWH re services survey
Clerk/FD	Follow-up on bus shelter issues (Main Street & adjacent to memorial)

The meeting closed at 9.40 pm.