

Present	Mr C Broad	Chair
	Dr J A Berry	
	Mr M Urso-Cale	
	Dr M Hansard	
	Mr A Candelent	
	Mr J King	
	Mr C Clements	
	Cllr J Hanna	OCC
	Cllr R Fletcher	OCC
	Dr J E Berry	Parish Clerk

1. **Apologies for Absence** were received from, Mr F Dumbleton, and District Councillors Ms H Gascoigne and Dr D Dewhurst.
2. **Declarations of Interest**  
None.
3. **Minutes of the last meetings**  
The minutes of the Annual Parish Council Meeting (7th May 2025) and the Annual Parish Meeting (19th May 2025) were agreed and signed as true records.
4. **Open Forum**  
No members of the public attended.
5. **County Council Report**  
A Monthly County Update had been prepared by Rebekah and was circulated prior to meeting.
6. **District Council Report**  
A Monthly Parish Update had been provided by Hayleigh and Debra and was circulated prior to the meeting.
7. **Actions from Previous Meetings**

Person	Action	Update
Clerk	Clerk to source new PC board and Chris Broad to request donation towards its cost from the Crown.	Agreed not required and PC will use a section of noticeboard in foyer of Village Hall.
DD/HG	Check whether the S106 'Art' funding from Pegasus Close has been used or if it could be combined with CF 'Art' funding.	Still needs to be followed up.
Clerk	Follow up regarding a stakeholder meeting with Moderna once planning applications completed.	On hold, awaiting until decision on security fence.
Clerk	Complete administration processes for Internet Banking	Ongoing, low priority.
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 change details	Ongoing, low priority.
Clerk	Inform Vale Planning regarding the route of the PROW	Completed.
Clerk	Chase AYR regarding the removal of the Clamber Stack and request BGP for a quote to replace the damaged seats on the roundabout.	Completed. Clamber stack has been removed. BGP quote received and accepted, see 11(ii).

Clerk	Identify installation kit required and arrange for installation of new litter/dog bin and its subsequent maintenance.	Ongoing.
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.	Completed, JR did not reply but no longer required.
Clerk	Follow-up existing/new tenancy of Lower Paddock.	Completed, just finalising agreement.
JK	Attend training for becoming SuperUser of Fix-my-Street	
Clerk	CF ornamental streetlamp - follow up with DWH re services survey	DWH are awaiting contractors report.
Clerk/FD	Follow-up on bus shelter issues (Main Street & adjacent to memorial)	Ongoing.

## 8. **Planning**

### (i) Applications considered by the Council

Planning Application P25/V0972/FUL for Land south of Road 4 and west of Road 6

Rutherford Appleton Laboratory, consultation until 20th June 2025.

The work relates to changes within the RAL site. It was agreed that 'the Parish Council had no objection to the planned changes so long as there are no traffic implications on the roads outside Rutherford Appleton's fence'.

Planning application MW.0051/25 by Oxfordshire County Council, for planning permission: For a security camera and mast, renewing what was previously permitted by Planning Permission MW.0105/14, which expired at the end of 2022 at Waste Transfer Station, Downs Lane, Chilton, Didcot, OX11 0RP. The Parish Council raised no objections to renewing this permission.

**Action:** Clerk to submit Parish Council responses.

### (ii) Applications determined by the Vale

Planning Application P25/V0723/DIS - Moderna Lighting - response had been received from Stuart Walker, Major Applications Team Leader and circulated 23rd May - Approved

Planning Application P25/V0795/S73, for development work at the following location: Ardarragh

House South Row Chilton Didcot - Approved

Planning Application P25/V0381/S73, for development work at the following location: Land at Upper Farm Road Chilton - Approved

### (iii) Other planning issues

Maintenance work on the Vale's IT systems had resulted in no access by staff or public to the planning systems for the past 2 weeks. This had led to a large backlog in applications and existing consultation periods extended by 2 weeks. The expected PIP for Elderfield Crescent had been caught up in these delays and the final version submitted by the developer on 19th May had not been processed.

## 9. **Finance**

(i) Internal Audit 2024/25. Stuart Gibson completed the internal audit, with a few minor adjustments. He recommended some changes in the accounting spreadsheets which will be made. He will be pleased to continue to receive a box of wine in lieu of payment for audit and Clerk's payroll.

### (ii) Approval of the Annual Return 2024/25

(a) Section 1 Annual Governance Statement - The Parish Council approved the annual Governance section of the Annual Return. Proposed by Mr C Broad, seconded by Dr JA Berry and accepted by all.

(b) Section 2 Accounting statement - The Parish Council approved the Accounting Statement. Proposed by Mr C Broad, seconded by Dr JA Berry and accepted by all.

**Action:** Clerk to post Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return on Parish Council website and submit Annual Return to External Auditors.

(iii) Financial Update

(a) Expenditure £ - Cheques

<b>Cheque</b>	<b>Supplier</b>	<b>Amount £</b>
2608	Chilton Primary School Art Project (reimbursed from Charity Account)	173.39
2609	JE Berry expenses - WEL medical (Defibrillator pads)	150.36
2610	BGP - play equipment (New Gate, CF Toddler Area)	2,274.00
2611	Nurture Landscapes (POS) - April	2,323.78
2612	Bibby Commercial Finance (Bins April)	83.77
2613	RBL Poppy Wreath	20.00
2614	Nurture Landscapes (POS) - outstanding balance, incorrect amt paid	107.48
2615	Heather Lee (refund 8 days rent)	19.01
2616	AYR - removal of clamber stack	2,472.00
2617	Bibby Commercial Finance (Bins May	83.77
2618	BGP - play equipment (maintenance of play equipment CF Toddler)	2,364.00
2619	JE Berry salary & expenses (Chronicle, postage and printer cartridges)	1006.40
2620	Nurture Landscapes (POS) May	2,323.78
2521	Landscape Group - May (grass cut twice)	380.28
	Bank charges - Community Account	6.75
<b>Total</b>		<b>13,788.77</b>

Expenditure high this month but includes Nurture Landscapes POS payments (total £4,647.56) and major play equipment maintenance costs totalling £7,110.

(b) Income £

SA Clothing Bank	7.20
Interest	188.01
Allotment rent	15.00
Reimbursement from Charity Account	173.39
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	<b>383.60</b>

(c) Balances £

Treasurers Account	4,000.00
Instant Access	40,562.20
Business Account	200,049.37

10. **VHMC Report**

It was noted that the annual general meeting of the Village Hall Management Committee will be held on 23rd June in the Morris Room.

11. **Play Equipment**

(i) Parish Councillor inspections

(ii) AYR Landscaping had removed the Clamber Stack, cleared woodchip (used in adjacent rocker area), and grass seeded area. It was noted that some matting had not been completely removed. BGP had completed work on Toddler Area adjacent to Community Room - new gate/mats. BGP had provided quote for £320 to replace 2 seats (2x£110) on Rota Play Roundabout, identified as urgent risk=9. Clerk had proceeded to accept quote and gained £20 reduction on delivery charges.

(iii) Annual RoSPA inspection scheduled for July, cost £80/play area, total £400.

**Action:** Clerk to ask AYR to sort remaining matting issue.

12. **Maintenance of Open Spaces**

- (i) Lower Road Paddock - Kate and Brian Austin agreed rental at £500/quarter. They already rent fields for their sheep at Willow Farm. They agreed to sort out fencing and accepted a 3-month rent 'holiday' to contribute to their expenses. Currently finalising the Agreement.
- (ii) Charity Paddock - Shannon Smith had agreed rental at £100/month, for her ponies starting 24th June. She had already been 'promised' the paddock by our previous tenant.
- (iii) Nurture quoted £1,200 +VAT for the removal of fencing, alongside boundary path, CF. It was originally installed to protect saplings from rabbits and is broken down in several places and posing potential trip hazard. Parish council agreed to proceed.
- (iv) Supply of power to ornamental streetlamp. DWH commissioned a services survey on 19th May to establish the original source of power but were still awaiting report. Contractor confirmed they found cables were not live at the time of survey.

**Action:** Clerk to finalise agreements for Lower Road and Charity Paddocks.

**Action:** Clerk to accept quote from Nurture and schedule work.

**Action:** Clerk to follow up DWH report.

13. **Highways maintenance**

- (i) Trees in Main Street - Clerk had chased OCC Highways regarding trees maintenance but no real progress. Rebekah Fletcher agreed to chase within OCC. Likewise about the white lines for Church Hill that had not been reinstated after the resurfacing work.
- (ii) 30 mph Consultation Lower Road. Parish Council agreed response should be sent to note their continued support for this speed limit.

**Action:** Rebekah Fletcher to chase OCC Highways about the trees in Main Street and reinstatement of white lines on Church Hill.

**Action:** Clerk to respond to 30mph consultation.

14. **Correspondence**

- Steven King - Enquiry regarding use of VH football pitch for girl's football team training.
- D-Day service, wreath, attendance, sound system.
- TV Environmental Records Centre, May and June Updates\*
- Charity requests donations - Slow Ways and Oxford Parent-Infant Project.
- Communications VWH - Appointment of cabinet members & chair; 2-unitary proposal for Oxfordshire; bulky waste; waste services survey; Beacon; Summer activities; reducing need for temporary accommodation.
- OCC - Regular Monthly Update\*
- OALC - Monthly Update
- NALC Chief Executive Bulletin and Events Newsletter (weekly)
- SLCC - weekly news digests.
- Thames Valley Alerts - May/June updates\*
- Police & Crime Commissioner Matthew Barber, updates\*
- Rural Service Network - monthly bulletin.
- CPRE Update, April 2025

Items marked with \* are regularly uploaded onto our website for broader communication.

15. **Date of next Parish Council Meeting**

The next Parish Council meeting will be held on Monday 21st July in the Village Hall.

16. **Summary of Ongoing/New Actions**

Person	Action
DD/HG	Check whether the S106 'Art' funding from Pegasus Close has 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.
Clerk	Progress new mandates BlackRock and CCLA to allow change details
Clerk	Identify installation kit required and arrange for installation of new litter/dog bin and its subsequent maintenance.
Clerk	CF ornamental streetlamp - follow up with DWH re services survey
Clerk/FD	Follow-up on bus shelter issues (Main Street & adjacent to memorial)
Clerk	Submit Parish council responses to planning applications.
Clerk	To post Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return on Parish Council website and submit Annual Return to External Auditors.
Clerk	To ask AYR to sort remaining matting issue following removal of Clamber Stack
Clerk	To finalise agreements for Lower Road and Charity Paddocks.
Clerk	To accept quote from Nurture and schedule work.
Rebekah Fletcher	To chase OCC Highways about the trees in Main Street and reinstatement of white lines on Church Hill.
Clerk	To respond to 30mph consultation on Lower Road

The Chairman closed the meeting at 9:25pm.