

Present	Dr M Hansard	Vice-Chair (Chaired the meeting)
	Mr A Candelent	
	Mr F Dumbleton	
	Mr M Urso-Cale	
	Mr E Bass	Observer
	Cllr R Fletcher	OCC
	Cllr Debra Dewhurst	VWH
	Dr J E Berry	Parish Clerk

1. **Apologies for Absence** were received from Mr Chris Broad, Dr John Berry, Mr Chris Clements, District Councillor Hayleigh Gascoigne and OCC Councillor Jane Hanna.
2. **Declarations of Interest**
None.
3. **Parish Councillor Vacancy**
Mr Evan Bass had discussed the vacancy and role of a Parish Councillor with Chris Broad. He also had an informal discussion about the role with other Parish Councillors before the meeting. Evan joined the meeting as an Observer.
Action: CB to follow-up with Evan Bass.
4. **Minutes of the last meetings**
The minutes of the last Parish Council Meeting (1st September 2025) were agreed and signed as a true record.
5. **Open Forum**
One member of the public attended the meeting with particular interest in the activities of Moderna. He asked if the Parish Council had been invited to the official opening of the facilities and it was confirmed that the Council had not been invited. The need for stakeholder engagement with Moderna was reiterated. A second member of the public joined the latter part of the meeting to hear the plans for the replacement of the bus shelter.
6. **County Council Report**
A Monthly Update report had been provided by Cllr Bekah Fletcher (RB) and circulated prior to the meeting. Bekah also provided updates on:
 - Councillor Priority Fund which provides funding to support local community projects. Open until November 2026 to provide grant £500+. Her total fund is £10k over 2 years. Agreed should put on Agenda for November meeting.
 - HIF1 Major Infrastructure Scheme - 5 information meetings in area.
 - Oxford Temporary Congestion Charge, to start 29th October. Registration for some free permits now open.
 - Pubs of the Parish Walk 11th October 2025 - RF was planning a tour of the pubs in her area and inviting residents to accompany her for sections of the walk to provide the opportunity for informal chats.
 - Library no longer has Times Digital Archive as had become too expensive. However, the British National Archive is available in the library.
 - Bekah will aim to find out if the 'old style sodium lighting' in Chilton Fields will need to be updated prior to adoption of the roads.
7. **District Council Report**
A report had been provided by Hayleigh (HG) and Debra (DD) and was circulated prior to the meeting. DD also provided updates on the following:



- VWH and S Oxfordshire Joint Local Plan has been rejected based on not providing sufficient housing for Oxford city. Overall, increases risk of more development in the Vale. The previous Vale Local Plan still stands at present.
- Hayleigh had called in the A34 slip road / roundabout planning application so it would need to go to a planning meeting.

8. Actions from Previous Meetings

Person	Action	Update
Clerk	Follow up regarding a stakeholder meeting with Moderna once the security fence planning application completed.	On hold, awaiting decision on security fence.
C Broad	To follow up EOI received from Evan Bass for Councillor vacancy	Evan Bass attended the meeting as an Observer. CB to follow-up after meeting
Clerk	To investigate request for speed signs with OCC Highways.	Ongoing. Highways Engagement had provided the appropriate contact.
Clerk	Complete administration processes for Internet Banking	Ongoing.
Clerk	To change Parish Council's Business Account to 95-day notice account.	Completed. £175k had been transferred into a 95-day deposit account.
Clerk	Progress new mandates BlackRock and CCLA to change administrator and add CB and MH	Ongoing.
Clerk	Accept Nurture quote for new bollards and schedule work.	Completed. PO issued.
Clerk	Arrange for plumber to replace 2 LR Allotment taps with standard outside taps	Ongoing.
Clerk	Progress the purchase and installation of new litter/dog bin and its subsequent maintenance.	Ordered, 8-10 weeks delivery. PO for installation issued. (Nurture).
Clerk	Roman Fields work - request quote from Nurture for tree work only. Inform residents of Council's decision.	Completed. PO issued.
Clerk	Clerk to inspect site after works, and follow-up with Mike Race (DWH) and Surrey Hills.	Works satisfactorily completed. Currently with solicitors to complete.
Clerk	Lower Rd - trees - thank Tremendous for their quote but explain the Parish Council will not be proceeding.	Completed.
Clerk	Hornbeam tree - accept quote from Treemendous and schedule work.	Completed.
Clerk	Follow-up with Externiture on the replacement of Main Street bus shelter; complete consultation with nearby residents.	See Section 14.
Clerk	Submit Parish council responses to planning applications.	Completed.
DD	Follow up with Vale raising possible Enforcement Notice regarding mobile home at Hillview	Ongoing.
Clerk	Follow up Stuart Ward re slide (VH) repairs	Completed.

9. Planning

(i) Applications to be considered by the Council

P25/V1364/HH - CHL, for development work at 15 Crafts End. Deadline 7 October (noon). It was noted that the decision notice, granting approval, had been published 2 days earlier. It was agreed that the Parish Council did not have any objections, but the Clerk would still return the completed form and follow-up with the Planning Officer about the early publication of the Decision Notice.

P25/V1613/FUL, for development work at the following location: Memorial Garden adjacent to the War Memorial, Perimeter Road Harwell Campus. (Additional information regarding biodiversity). Following response agreed: 'The Parish Council has reviewed the additional information and has no new comments. However, our previous comment regarding consultation with the Royal British Legion still stands:

- Layout of the memorial garden - this needs to be reconsidered in formal consultation with the Royal British Legion. It is understood from comments received by the council that more standing areas are required for the memorial services at the stone'.

P25/V1232/FUL Erection of a temporary contractors' compound including 2.4m fencing around the perimeter. Land south of Road Eight Rutherford Appleton Laboratory Chilton (Amended information regarding ecology and biodiversity). Following response agreed:

'Chilton Parish Council have no comments relating to the additional information. However, our previous comments on the use of Avon Road still stand'.

P25/V0269/FUL, Installation of perimeter fence, CCTV and two security kiosks. (As amended by plans and documentation received 12 September 2025 - relating to planting plans). The deadline was 30th September but the Parish Council had no comments relating to the planting plans.

OCC MW.0093/25 Proposed installation of three chemical waste storage containers, permeable block paving and asphalt surfacing for the rearrangement of four existing skips, an upgraded 2.4 m high v-mesh welded mesh fencing and vehicular and pedestrian gates and the installation of three CCTV cameras on the existing Building R24 and external lighting units, for the provision of a chemical waste store at R24, Land east of Road 8, Rutherford Appleton Laboratory, Chilton, Harwell Campus, Didcot, Oxfordshire, OX11 0QX. The deadline for comments is 6th November and it was agreed it would be discussed at the next meeting to provide sufficient time for Parish Councillors to consider in detail the application.

Action: Clerk to submit the Parish Council's responses as agreed.

(ii) Applications determined by the Vale

P25/V1457/FUL, for Erection of a public art installation at the following location: Land South of Road 5 Rutherford Appleton Laboratory Harwell Campus - Granted.

P25/V1051/FUL, for development work at the following location: Skippets Stables, Mobile Home Dene Hollow Chilton, Additional information - Granted with long list of conditions.

(iii) Other planning issues

P14/V1206/FUL Temporary planning for mobile home in relation to proposed building works ref. application no. P14/V0391/HH. Hillview, South Row, Chilton.

Action: Clerk to send Council's information to DD regarding mobile home at Hillview. Then DD to follow up with Vale about raising potential Enforcement Notice.

10. Finance

(i) External Auditors 2024/25

The External Audit is completed and the auditor's report and certificate are published on PC website, together with the Notice of Conclusion of Audit. A few observations made: (1) Frequency of full bank reconciliation to be increased and to be presented/approved at Council Meetings. (2) Annual review of standing orders and financial regulations required. (3) Payment of Internal Auditor needs review.

(ii) Financial Update

(a) Expenditure £ - Cheques

Cheque	Supplier	Amount £
2638	Castle Water Ltd (CF Allotments - Aug)	22.42
2639	The Landscape Group (Grass cutting in village - July & August)	819.96
2640	Stuart Gibson - Internal Auditor	215.82
2641	Nurture Landscapes (Grass cutting in CF - August)	2,323.78
2642	Moore External Audit	787.50
2643	J E Berry Salary + expenses (Hobs - Chronicle £165.60, NALC training £42)	862.85
2644	Arthur J Gallagher Insurance Ltd	8,505.93
	Bank charges - Community Account	8.25
Total		13,546.51

(b) <u>Income £</u>	
Interest (September)	150.69
VWHDC Precept payment	13,952.00
Kate Austin (LR Paddock rent)	<u>500.00</u>
	14,602.69

(c) Balances £ (at 30th September 2025)

Treasurers Account	4,000.00
Instant Access	41,359.72
Business Account	210,297.85 (£175,000 is in 95-day notice deposit account)

A bank reconciliation had been completed, copies were circulated at the meeting, and it was approved.

(iii) Banking - Clerk had set up a new 95-day notice account for PC's Business Account. £175k had been transferred into this account, with substantially higher interest rate (2.73%). The remainder is in Instant Access Account as previously with 0.6% interest.

(iv) Insurance - the Parish Council's annual insurance policy with Hiscox had been renewed. Premium £8,505.93, a 3% rise compared to last year's once take account of the additional premium paid following revaluation of VH and CR. This is in accordance with the 3-year agreement put in place last year. Play equipment list updated to remove log stack.

(v) Charity Account - Balance is £6,195.92, during September had received CCLA dividend, interest and monthly rent from charity paddock, totalling £169.98. Charity Commission Annual Return 2025 submitted, Income £410, Spending £1,013.

11. VHMC Report

F Dumbleton provided an update: the new heating boiler had been installed at the Community Room and the VHMC are continuing to investigate alternative access options. He also reported briefly on the issues relating to the recent fire alarm incident at the Village Hall and noted that this would be discussed in detail at the next VHMC meeting and outcomes reported to next Parish Council meeting.

Action: FD/CB to report back at next meeting.

12. Play Equipment

(i) Parish Councillor inspections - F Dumbleton reported that there was a loose foothold on the junior climbing wall and the resin surface at the top of the slide was badly worn.

(ii) BGP will replace timbers on slide mound at the same time as carrying out the October quarterly inspections. Stuart Ward had advised it would be much more cost effective to trim/use weedkiller to remove nettles from slide area than to install a barrier material.

Action: Clerk to follow up with Stuart Wood, BGP, about the defects identified by F Dumbleton.

13. Maintenance of Open Spaces

(i) Allotments - Taps - Plumber had been contacted about the replacement of taps with 'normal outside taps' around £100/tap. Awaiting final quote and date for work.

(ii) Hornbeam Tree works - Clerk had instructed Treemendous to lift crown as per their estimate.

Roman Field works - Revised quote received from Nurture and accepted to fell 2 small willows and prune other trees from the recreation area that are overhanging no 21. Residents had accepted Parish Council are not liable for lifting and relaying paving.

(iii) DWH's request for transfer of additional land (north side of the corner on Potteries Lane and small strip of land adjacent to Avon Road). DWH had replaced the broken section of fence and cut back vegetation. Solicitors have been instructed to complete the transfer.

(iv) Replacement of wooden/metal posts (VH and CF). Nurture quote had been accepted for the replacement of 7 wooden bollards (6 CF/1 VH) to prevent vehicles entering public open spaces and one metal lockable bollard (VH). They advised that they are already replacing original DWH 4" posts with 6" posts and the addition of metal sleeves is unlikely to increase lifetime of bollards.

(v) Offer from Collard to provide free assistance with clean-up of public open spaces. Part of their 'Supporting your Community Clean-up Initiative'. They have agreed to help clear up Lower Road allotments of unwanted 'rubbish' and provide a skip for the removal of the over-full 'compost heap'.

Action: Clerk to follow-up with Collard and allotment holders.

14. **Highways Maintenance**

- (i) **Meeting OCC Tree Team** (Lower Road) - meeting took place on 28/08/25 to discuss responsibilities for the maintenance of Lower Road banks. Matt Hirons from the OCC Tree team agreed to liaise with the Highways team (responsible for scrub and saplings) to establish ownership and maintenance. Where appropriate OCC aim to pass costs on to landowners but, if necessary, they will undertake maintenance required for safety purposes. Still awaiting feedback from Matt Hirons.
- (ii) **Bus shelter** - replacement of shelter in Main Street. **Externiture** (favoured supplier to OCC) recommended a 2-panel Mono design (slightly smaller than current one) with curved roof, quarter panels at ends and seating. Externiture originally suggested black frame with green stripe/seating and half glazed using polycarbonate 'glass'. Following discussion with the residents of the 2 properties facing the shelter a change was requested; namely, to have the bus shelter fully glazed so any youths using it as a 'meeting place' would be seen (previous issues). They had also asked that if the seats were found to attract youths that the council should consider removing them. An amended quote taking account of the changes had been received £8,354+VAT. The member of the public asked if the permission had been gained from the landowner of the grass verge. It was agreed this would be done but assuming approval given, the bus shelter would be ordered.
- Action:** Clerk to contact owner of grass verge and, assuming approval given, order the new bus shelter.

15. **Meetings attended**

Parish Online - clerk attended online session describing their work supporting Parish councils to meet the requirements under 'Assertion 10 Compliance'. This includes Parish Councils using gov.uk domains rather than commercial domains to avoid potential 'spoofing'. To date, less than 50% Parish Councils have switched. PO are offering to apply for domains for Parish Councils and provide one free e:mail account per Council. Ideally all Parish councillors should also have gov.uk e:mails and our website should use the same domain. The Clerk has applied to reserve a domain name for Chilton PC and for the free clerk e:mail account. PO are offering packages providing up to 20 e:mail addresses and full maintenance of PC websites (Cost £260/year) which may be appropriate in the future.

NALC 'Beyond the Precept' Training Session. Clerk attended session to potentially gain ideas for future funding of CFs maintenance. Case studies from Lowestoft Town Council and Sevenoaks TC showing they had secured different sources including Historic England, Lottery Heritage Fund, different County level funding sources, sponsorship opportunities and even 'Crowd sourcing'. One suggestion of potential interest to Chilton PC was the registration of Open Spaces as 'Biodiversity Net Gain sites' and the opportunity to sell 'Units' to developers who are unable to meet requirements within their developments. The Council discussed if it might be possible to secure cultural/arts funding to increase the use of Chilton Field's Amphitheatre; noted due to open location it is not possible to ticket events.

Action: Clerk to follow-up with Chilton School regarding their potential use of Amphitheatre.

Science Vale - Movement & Place Plan - Engagement Pack had been circulated to Parish Council. Transport will fall under the new Combined Authority but it is envisaged this plan will be continued.

16. **Correspondence**

- David Bellchamber - re: Garden Centre bus shelter. Harwell campus agreed to sort it out.
- Mike Race (DWH) - Additional area of land for transfer to Parish Council.
- Robin and Sheila Kidd, 21 Roman Fields, regarding trees from recreation area - work agreed.
- Communications VWH - September Vale News*, Withdrawal of Joint Local Plan, Food and Warmth Grant Scheme, Success of new garden waste permit scheme.
- Lukasz Zelazny - sale of his house - query relating to adoption of CF roads.
- Julia & Martin Edwards re: replacement of bus shelter in Main Street.
- Karen Kinsella, Collard - their 'Supporting your Community clean-up Initiative'.
- John Ainley - street lights Horsa Lane. Old design - too bright and asked whether they be updated when roads are adopted (Clerk asked Jane Hanna if she has any experience of this).
- Eleanor Wilson - Advertising for volunteers for BiVISTA Study medical trials.

- Harwell SSG. Next site stakeholder Group meeting and Online NDA Stakeholder Summit.
- Louise Aitken, Estate Manager Harwell Campus, agreed they will have representative attending November PC meeting to provide update.
- Healthwatch Oxfordshire*
- OCC - Regular Monthly Update*
- OALC - Monthly Update
- NALC Chief Executive Bulletin and Events Newsletter
- SLCC - weekly news digests.
- Thames Valley Alerts - September updates
- Police & Crime Commissioner Matthew Barber, update*
- Rural Service Network - monthly bulletin.
- CPRE Update, September 2025

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

17. Date for next Parish Council Meeting

The next Parish Council meeting will be held on Monday 3rd November in the Village Hall.

18. Summary of Ongoing/New Actions

Person	Action
Clerk	Follow up regarding a stakeholder meeting with Moderna once planning applications completed.
CB	To follow up with Evan Bass regarding his interest in becoming Councillor.
Clerk	To investigate request for speed signs with OCC Highways.
Clerk	Complete administration processes for Internet Banking
Clerk	Progress new mandates BlackRock and CCLA to change administrator and add CB and MH
CB/FD	To report back at next meeting on fire alarm issues at Village Hall.
Clerk	Arrange for plumber to replace 2 LR Allotment taps with standard outside taps
Clerk	To follow up with Collard and LR Allotment holders
Clerk	Progress the installation of new litter/dog bin and its subsequent maintenance.
Clerk	Bus shelter - Consultation with owners of grass verge and follow-up with Externiture.
Clerk	Submit Parish council responses to planning applications.
DD	Clerk to send Council's information to DD regarding mobile home at Hillview. Then DD to follow up with Vale about raising potential Enforcement Notice.
Clerk	Follow up with Stuart Ward re Climbing frame and slide repairs in VH play areas.
Clerk	Follow up with Mike Race (DWH) and Surrey Hills regarding progress on transfer of land.
Clerk	Clerk to follow-up with Chilton School regarding their potential use of Amphitheatre

The Vice Chair closed the meeting at 9:30pm.