

## CHINNOR PARISH COUNCIL

**PRESENT:** Cllr's Ashdown, Boyle, Dixon, Edwards, **Mackenzie**, Sarai, Webb and Wright.

C.Cllr Nigel Champken-Woods

Staff: Sue Atkins and Helen Ambridge

Minutes of the **Full Council Meeting** held on Monday 21<sup>st</sup> October 2024 at 7.00pm in the Main Function Room, Community Pavilion, Station Road

1. **Apologies for absence:** Received from Cllr. Minter  
  
Noted from D/Cllr Ed Sadler
2. **Declarations of Interest** – nothing to add
3. **Public Questions** –No members of the public
4. **County and District Council Reports** – C.Cllr Kate Gregory had sent a report but this had only been to the Clerk, who is on annual leave. C.Cllr Nigel Champken-Woods updated on Thames Road, zebra crossing and asked for a copy of the report prepared by Cllr Dixon to be sent to both himself and C.Cllr Gregory.
5. **Minutes of the last meeting:**  
**IT WAS RESOLVED** that, after an amendment to 9.5.3, the Minutes of the Council Meeting held on 16<sup>th</sup> September 2024 were signed by the chair
6. **Minutes of Committees:** To note the Minutes of the following meetings and any questions or observations.
  - a) Finance & Policy 23.09.24. **IT WAS NOTED** that item 8 has an incomplete sentence which needs to be completed
  - b) Planning Committee 14.10.24 **IT WAS NOTED** that Cllr Dixon has received a response to the CLT report and has written to D.Cllr Ed Sadler. To further note that there may be a grant available.
7. **Proposals from Committees & Councillors**
  - 7.1 To agree submission of report to OCC highways for consideration of Traffic Regulations at problem parking areas. **IT WAS RESOLVED** to submit proposals to OCC on items 1, 2, 3, 4, 6, 7 and 8. **IT WAS FURTHER RESOLVED** to request OCC to review item 5. **TO NOTE** that Cllr Dixon will update the clerk and copy in the district and county councillors.
  - 7.2 Following the resignation of youth leader council to delegate employment of replacement staff to the HR Committee – **IT WAS RESOLVED** this is delegated to the HR Committee and that Cllr Boyle will work with the Deputy Clerk to put the strategy in place for the Youth Club moving forward, and that this will be presented at the next Full Council Meeting on 18<sup>th</sup> November.
  - 7.3 Fencing at OKL is now complete council to consider purchasing 2 new picnic benches and 1 standard bench at maximum cost of £2200 <https://www.earth-anchors.com/> **IT WAS RESOLVED** that these will be purchased.
  - 7.4 Council to endorse the planning committee's decision to write to the Secretary of state concerning the disregard of the Neighbourhood plan from the planning inspector

relating to appeal Ref: APP/Q3115/W/3339044 81 Lower Icknield Way. **IT WAS RESOLVED** that Cllr Webb will continue the Council's objections and write letters as discussed to the Planning Officer, the Planning Committee and the Secretary of State. **7.5** Council to consider writing to Head of Planning with regard to the email from the planning officer concerning application P24/S2058/FUL, which could be considered to be prejudiced. **IT WAS RESOLVED** that the Deputy Clerk will write to the Head of Planning.

**8. Finance**

8.1 The Finance & Policy committee will be meeting on 25<sup>th</sup> November in order to consider draft budgets for 2025/26 with a recommendation to be put to the December full council meeting. Noted

**9 Correspondence and other matters to discuss**

9.1 To approve the Oxfordshire Councils Charter, a framework for better partnership working in Oxfordshire, including shared commitments and principles. **IT WAS RESOLVED** to approve this.

**10 Cllrs Reports:**

Cllr Ashdown gave a report on Mill Lane Community Gardens following their meeting.

**11 Clerk's Report:**

**11.1 OCC Tree Officers** visited the Drainage Pond at Estover way and will be removing 1 dead tree next to neighbours boundary. Crown lifting 1 Norway maple to 4 meters and removal of 7 stems that have the potential to cause damage to property. Work expected to be completed within the next 3 months

**11.2 OCC Tree Officers** have assessed the trees on Thame Road (opposite the parade of shops) to ascertain ownership and will request owner to remove the dead trees and cut back from the highway. **CLLRS request to know if the other side of the road and Emmington were going to also be cut.**

**11.3 Parking at Kiln Avenue** near to the train station is causing a problem. OCC councillors and officers have been made aware, residents and chair of C&PRR were invited to meet & greet event on 30.09.24. Chair of C&PRR attended and said that they try and manage the parking as best as they can by putting cones onto the kerbside.

**NB the section of Kiln Avenue from the roundabout to the train station has been adopted. Cllrs requested the clerk establish if there are drains on the roundabout?**

**11.4 Section 38 Agreement** – OKL: OCC stated that The Section 38 Agreement has not been adopted due to a land issue the developer is trying to resolve with a third party and also because Thames Water has not adopted all the Section 104 sewers. Because OCC are not party to either of these issues, it is out of their control and therefore preventing adoption of the highway assets taking place. We cannot provide a time frame when adoption may happen. **Cllrs requested that the Clerk write to OCC to explain that there is still trouble with the road and ask if they are they chasing up answers?**

**11. 5 St Andrews Play Area:** contact has been made with SOHA and it has been confirmed that if the lease is dissolved CPC will be responsible for removing all play

equipment and the safety matting. Further information is being obtained with regard to council removing this facility which is designated in the neighbourhood plan. **Cllrs requested that notice now be given as per the previous resolution.**

**11.6OCC Traffic Survey Reports** are now available and have been circulated to all councillors.

**11.7Quotes** are being sourced for new **telephone/broadband provider**

**11.8** Chasing quotes for **tree reduction work at Whites' Field.**

**11.9 Housing Needs Survey** with agreed amendments has been submitted to Oxfordshire First.

**11.10 The concrete pad at Whites Field** has been removed contractor has not yet submitted an invoice

**11.11The roundabout at Conigre play area** is not viable to repair quotes to replace are being sought. **Council request that the Clerk checks if it is a Health & Safety issue and report to the Amenities Committee on 04 November.**

**11.12Defibs:** a new battery was required for the unit at The Peacock and 4 units are now display 1 bar which means they will need replacing within the next year. Batteries re currently £295 each . **Council request the review previously agreed is carried out as soon as possible and then this is referred back to the Amenities Committee.**

**11.13** A draft **Co-option** policy is being prepared along with a procedure document and a package of information and posters Work is undergoing to prepare for **Youth Club** recruitment of new staff along with updating the management committee, procedures & policies.

**Date of Next Meeting:** 18<sup>th</sup> November 2024

Chairman..... Dated.....