

GROVE PARISH COUNCIL

**MINUTES OF THE FULL COUNCIL MEETING HELD
ON TUESDAY 10 SEPTEMBER 2024**

Present: Cllr C T McCarthy (Chairman) Cllr J Leggott
Cllr S K Dexter (Vice Chairman) Cllr F D Parnell
Cllr R Batstone Cllr K Rowland
Cllr A P Harker Cllr G Smeddle
Cllr K Jones Cllr J M Stock
Cllr P Ware

In attendance: District Cllr K Bentley and Julie Maberley (Wantage and Grove Campaign Group)

Clerk: Mr G M Mundy

66 Apologies for absence

Apologies for absence had been received from Parish Cllrs W R Ackers, M Charlton and L M Foster-Hill, J Goodman and D Rolfe. Apologies had also been received from County and District Cllr J Hannaby.

67 Declaration of Personal or Pecuniary Interests in respect of items on the agenda for this meeting

Cllr McCarthy declared an interest in item 78 as his wife and daughter are part time volunteers for the 2nd Grove Rainbows.

68 Minutes of the Full Council meeting held on 30 July 2024

It was **MOVED** the Chairman and **RESOLVED** unanimously

“that the minutes be signed as a true record of the meeting”

69 Minutes of the Special Full Council meeting held on 13 August 2024

It was **MOVED** the Chairman and **RESOLVED** unanimously

“that the minutes be signed as a true record of the meeting”

70 Clerk’s summary report from the previous meeting

(a) Minute 46(a) – Leisure Strategy follow up meeting. The Clerk informed the Council that this matter will be further discussed under item 74 on the agenda for this meeting.

Clerk

(b) Minute 46(c) – Training pitch floodlight tops/Renewed lease for Wasbrough Field. The Clerk informed the Council that the new floodlight tops have been installed. He added that the matter of the renewed lease for Wasbrough Field is in the hands of Council’s solicitor.

Clerk

(c) Minute 46(d) – Cheque signatories and Dual authorisation signatories for electronic banking. The Clerk informed the Council that the bank had sent him an outdated version of the form and he is awaiting the new form to complete this action.

(d) Minute 46(g) – Parish On-line. The Clerk informed the Council that the new website is progressing and will be fully functional by the end of September 2024. He added that all Cllrs have now been issued with their new email addresses, but is waiting to hear back from some members who have not yet started to use them.

- (e) Minute 50 – Oxfordshire County Council’s LCWIP stakeholder group. The Clerk informed the Council that he has informed Oxfordshire County Council the contact details of the Council’s nominees for this group.
- (f) Minute 51 – Consultation re Cane Lane barrier. The Clerk informed the Council that he has notified County Council Highways of the results of the survey regarding the Cane Lane barrier.
- (g) Minute 55 – Contract for the sale and purchase of freehold property at Land adjoining Monks Farm, Grove (forming the Public Open Space on the Monks Farm development). The Clerk informed the Council that he has sent the signed contract back to the Council’s solicitor.
- (h) Minute 56 – Land Registry (transfer of part of registered title(s)) regarding the Sports pitch A1. The Clerk informed the Council that he has sent the signed Land Registry document back to the Council’s solicitor.
- (i) Minute 57 – Receive and sign the Licence for the Temporary Replacement Pitch Facilities (adjacent to the sports pitch A1). The Clerk informed the Council that the signed Licence has been returned to the Council solicitor.
- (j) Item 58 – Grove Extravaganza 2025. The Clerk informed the Council that he has informed the organisers of the Council’s decision.
- (k) Minute 59 – Invites to the Parish Council reception. The Clerk informed the Council that the suggested amendments and additions have been made to the guest list and invitations have now gone out to all invitees.
- (k) Minute 60(a) – Request from Grove Rugby Club to install a storage unit in the area of the training pitch. The Clerk informed the Council that he has agreed with the Rugby Club that the storage unit will be placed behind the Grove Challengers FC building and not on the training pitch. (Grove Challengers FC have been informed).
- (l) Minute 60(b) – S106 funding request from Wantage and Grove Cricket Club. The Clerk informed the Council that he has notified the District Council of the Council’s decision.
- (m) Minute 60(c) – Rugby Tots. The Clerk informed the Council that he has informed Rugby Tots of the Council’s decision and is awaiting their response.
- (n) Minute 60(d) – Car and truck show. The Clerk informed the Council that he has been notified by Mr Hissey that he will seek alternative land to host his car and truck show, albeit over the same weekend as the Grove Feast funfair.
- (o) Minute 64(a – c) – Planning applications. The Clerk informed the Council that he has notified the planning authority of the Council’s comments in respect of the planning applications considered.

71 Questions from the public relevant to items on the agenda for this meeting

Julie Maberley asked if the reports relating to the meeting could be placed on the Councils website for members of the public to peruse.

The Clerk responded and said that yes, it is possible, but added that members of the Council would be sent them first. He suggested that the relevant reports could only be uploaded onto the website on the day before the meeting.

Clerk

72 County and District Councillor reports received in advance of the meeting

Cllr Batstone said that due to school holidays etc there was not much to report, and gave a short verbal update on District Council matters. No County Councillors were available for this meeting and no other reports had been received.

73 Updates on the Wellington Gate development

- (a) Minutes of the Grove Development Forum held on 30 May 2024. The minutes were received and noted.
- (b) Verbal report from the Clerk from the Grove Development Forum meeting held on 5 September 2024. The Clerk informed the Council of the following relevant points:
- The runway park at Allen Close is nearing the end of its 12-month maintenance period by the developers and is nearly due for handover to the Parish Council.
 - The first pitch and the temporary facilities are scheduled to be handed over to the Parish Council on 12 September 2024. The Clerk confirmed that the s106 contributions totalling over £320,000 have been received.
 - The first allotments planning application has now passed and are waiting for the planning decision notice to be issued.
 - A total of 672 occupations to-date, of which 190 are affordable, 11 are 'first homes' and 471 are sold to the open market.

The Clerk added that there was a discussion about a travel plan from the Primary School to the Secondary School and vice versa. Discussion were also had about the lack of crossings between the two sites.

He added that there was no news of the on the vacant Community Development Officer role, however, the meeting was informed that the previous incumbent is still keeping an eye on things.

- (c) Proposal from Persimmon Homes (Wessex) to move the location of a proposed MUGA from an area of the Wellington gate development (not yet in their control) to an area of the development adjacent to the temporary changing facilities. Following a discussion, it was **MOVED** Cllr Ware **SECONDED** Cllr Dexter and **RESOLVED** seven in favour, 2 against and 2 abstentions

Clerk

“to reject the proposal from Persimmon Homes (Wessex) regarding the relocation of MUGA”

74 Minutes/Notes from the follow up meeting with District Council officers and members of the District Council and the Parish Council

The meeting notes from the meeting held on 3 September 2024 were discussed and noted.

75 Proposal from the OALC regarding subscription fee increase for 2025/26

Following a discussion, it was **MOVED** Cllr Dexter **SECONDED** Cllr Parnell and **RESOLVED** unanimously

Clerk

“to accept the proposal from the OALC”

76 Street Pastors report for June and July 2024

The report was noted.

77 Charity recipient for the Christmas tree carol service collection for 2024.

It was **MOVED** Cllr Ware and **SECONDED** Cllr Leggott and **RESOLVED** unanimously

“that the recipient charity for this years collection is 2nd Grove Rainbows”

78 Arrangements for Remembrance Sunday on 10 November 2024

The Clerk informed the Council that there will be two Remembrance Services in Grove on Sunday 10 November 2024. He said that one is held at 10am in the Parish Church of St John the Baptist and the other is held 2.30pm at the Allied Services memorial in the Cemetery.

He added that the Chairman will lay a new Wreath during the service at 10am in the Church and then again at 2.30pm in the Cemetery.

Clerk It was agreed that the Clerk orders a new Wreath from the RBL at a cost not to exceed £50.00.

79 Future participation in the Wantage and Grove Traffic Advisory Committee

Clerk Following a discussion, it was agreed that the Council is committed to participating in the Wantage and Grove Traffic Advisory Committee.

80 Wantage and Grove Campaign group response to Thames Waters’ South East Strategic Reservoir Option (SESRO) – Public Consultation

The response was received and noted

81 Correspondence from the Planning Inspectorate regarding Thames Waters’ South East Strategic Reservoir Option (SESRO) – EIA Scoping and Consultation and regulation 11 Notification

This document was noted.

82 Recommendation from the Finance and General Purposes committee to adopt the DRAFT Reserves Policy

Following a discussion, it was **MOVED** Cllr Dexter **SECONDED** Cllr Stock and **RESOLVED** unanimously

Clerk **“that the Council approves the Reserves Policy document and adopts option 2 for the level of General Reserves (e.g. six twelfths of precept)”**

83 Chairman’s Communications

(a) Grove recreation Ground drainage. The Chairman informed the Council that whilst attending the Recreation Ground recently and following the very heavy rain, the new drainage pipe appears to be doing its job.

(b) Request from Grove resident for a specific allocation of an allotment plot contrary to the Clerks decision made on 3 September 2024. Following a discussion, it was **MOVED** Cllr Parnell **SECONDED** Cllr Ware and **RESOLVED** 10 in favour and one abstention

Clerk **“that the current policy is adhered to”**

85 Income and Expenditure to-date for this financial year and to receive and consider the accounts for payments, cash and bank balances (including reserves and investments since the last meeting and to note any losses or gains in the CCLA Property Fund

It was **MOVED** Cllr Dexter **SECONDED** Cllr Stock and **RESOLVED** unanimously

“that the Income and expenditure to-date for this financial year have been considered against the budget and that the accounts for payment of £69,220.78 are adopted, the cash and bank balances and that the losses and or gains in the CCLA Property Fund are noted”

86 Confidential matters

It was **MOVED** the Chairman and **AGREED** in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972

“that the press and public be excluded from the meeting to permit the Council to consider the confidential items”

Meeting Closed: 9.03pm

Confirmed: 22 October 2024

(Original signed)

Chairman

FULL COUNCIL MEETING 10 September 2024 –
Accounts for Payment from 26th July – 5th September 2024

Environmental Services	Incl VAT	Ex VAT
E Sim, Gardening services cemetery	90.00	
Shield Maintenance Ltd, dog waste collection Jul 24	468.00	390.00
Grundon Waste Management, Tractor Shed Bin service Jul 24	251.29	209.41
Castle Water, Cemetery water Jul 24	5.56	
TOTAL	814.85	

Finance and General Purposes Committee	Incl VAT	Ex VAT
Cintra., July 24 wages	15795.44	
Cintra HR Services, Payroll processing/HR	170.80	142.33
EE, Clerks mobile phone July 24	30.84	25.70
Mtech, Phone services Jun 24	117.23	97.69
British Gas, OMH gas 31.05.24-21.6.24	78.36	74.63
Bank fees	7.68	
E Sim, Gardening services OMH	210.00	
Function 28 Ltd, website hosting fee Jul 24	12.00	10.00
HLW Services, Lighting repairs at OMH	90.29	
Lyreco, Stationery and stamps	202.07	197.14
Grundon Waste Management, OMH bin service Jul 24	128.93	107.44
Grenke, Telephone rental Jul 24	221.70	184.75
Knight's Professional services re: Wasbrough Field Lease	3900.00	
Amazon, Berol handwriting pens	6.90	5.74
Onecom, broadband & telephone service	237.74	198.12
EE, Clerks mobile phone Jun 24	30.84	25.70
Grove Computer Services, help with setting up new email systems	240.00	
Parish Online, Website hosting Aug 24-Aug 25	540.00	450.00
British Gas, OMH 22.06.24 – 23.07.24	97.92	93.26
Cintra HR Services, Payroll processing/HR July 24	416.40	347.00
Mtech, Call charges Jul	117.23	97.69
Gallagher, Council insurance 10/24-9/25	16150.81	16150.81
Letcombe Brook Project, Grant	7000.00	
Mtech, Call charges Aug 24	117.23	97.69
Swift Digital Services, photocopier copies 4/24-7/24	127.56	106.30
Seldram supplies, OMH cleaning products	87.48	72.90
Delayney's, Sweatbox hire, Wellington Gate Community Facility Fund	360.00	300.00
St John's Church, Room hire x 2, Wellington Gate Community Facility Fund	105.00	
Cintra., August 24 wages	14976.63	
Cintra, HMRC Tax/ NI Contributions July 24	4276.31	
Adobe, PDF software	21.14	
Peoples Partnership, Pensions	1268.58	
Grenke, Telephone rental Aug 24	221.70	184.75
TOTAL	67364.81	

Leisure & Recreation Committee	Incl VAT	Ex VAT
Grant and Stone, maintenance item	13.18	10.98
LJ & CA Cannings, maintenance items	347.05	304.18
British Gas, Tractor shed electric 11/23-07/24	52.19	49.71
Gardener Supplies, Tree shelter guard x 20	66.35	57.40
British Gas, Storage shed electric 11/23-07/24	22.30	21.18
Savills, Wasbrough Field rent 9/24-12/24	540.05	
TOTAL	1041.12	

Chairman _____ (Original signed)

TOTAL EXPENDITURE £69,220.78

A/c balances as at 5 September 2024

Charity A/c	-	£3,870.23
Community Directplus A/c	-	£28,973.43
Instant Deposit A/c	-	£250,616.39
Petty Cash	-	£196.46
Total Cash in Bank	-	<u>£283,656.51</u>

Investments (including Reserves)

CCLA – Public Sector Deposit Fund	-	£40,000 ** – (Yield to date this FY is £690.74 = 1.73%)
CCLA – Local Authorities Property Fund Current value as at 31 Jul 24 is £103,363.32 (a Loss of £16,636.68)	-	£120,000 ** – (Yield as at 5 Sep 24 is £2799.12 = 2.33%)

Total Investments - **£160,000.00**

Total Bank and Investments - **£443,656.51**

NB: Sums included in the CCLA Property Fund are not to be included in the Council's Reserves

Reserves breakdown as 31 March 2024

General Reserves - **£33,623**

Specific (Earmarked) Reserves:

- Depreciation Reserve - £35,683
- Grove Meadows Reserve - £120,397
- Future Projects Reserve - £1,001
- Allotment Deposits Reserve - £1,150
- Balancing Pond - £2,045
- Wellington Gate Community Facilities Fund - £68,837*

Total Specific (Earmarked) Reserves - **£229,113**

Minus CCLA Property Fund - **£120,000**

Total Reserves - **£142,736**

- * The Wellington Gate Community Facilities Fund is s106 monies (administered by the Parish Council) to enable Wellington Gate community-based groups to hire local facilities to meet the group's needs.
- ** Public Sector Deposit Fund investment (immediate access) is made up from the following sources:

£40,000.00 from the Grove Meadows Reserve

- ** Local Authorities Property Fund investment (5-year long term) is made up from the following sources:

£60,000.00 from General reserves

£60,000.00 from the Grove Meadows Reserve

Expires – 30 November 2024

Expires – 31 May 2028