CHACOMBE PARISH COUNCIL

E-mail: clerk@chacombeparishcouncil.org.uk

Minutes of a meeting of the Parish Council held on **Monday 7th September 2026** at **7pm** at **Chacombe Park Care Home**

Present: Cllr Taylor, Cllr Merrow-Smith, Cllr Tustian, Cllr Jenkins, Cllr Williams.

In attendance – 2 members of the public.

24) Public Time from 7-7:15pm – The litter bin warden advised that he has encountered a couple of problems recently when emptying the bins – for the last 3 to 4 months the bin on the Plantation has been half full of dog poo bags, and there are dog poo bags being placed in the small metal bin in the bus stop on The Ring, and this bin is not big enough for a bag so is particularly unpleasant to empty – and he requested that the Parish Council (PC) consider installing additional dog waste bins near the litter bins, or put a notice on the bins asking for dog poo bags to only be placed in the dog waste bins. He also advised that the bin opposite the pub, and the one on the Plantation are looking quite scruffy now so they either need some work to improve them or new bins are required.

Cllr Jenkins joined the meeting at 7:05pm.

2 members of the public left the meeting at 7:08pm.

After some discussion it was agreed to get a price from the dog bin emptying contractor to empty the litter bin on the Plantation, and the bin at the bus stop and, **provided the cost is similar to that for dog bin emptying, Clerk to go ahead and instruct the contractor to start emptying those bins. Clerk to also ask the contractor if they are able to note whether the bin at the bus shelter is mainly being filled with dog waste or litter. Cllr Taylor to advise the volunteer that they no longer need to empty those two bins.**

25) Apologies – Apologies received - Cllr Wright. Apologies accepted – None.

26) Declaration of interests on items on the agenda – Cllr Jenkins declared an interest in item 29 – planning application 2026/2961/FUL - as this is his application.

27) To approve the minutes of the meeting held on 06.07.26 - The minutes were proposed, agreed, and duly signed.

28) Outstanding matters/actions from previous meetings

a) Status of defibrillators – Both have been checked and are fine.
   i) School site
   ii) The Ring

b) Update regarding possibility of completing first registration of the land owned by the village hall, the allotments owned by the Parish Council (PC), and the playing field currently managed by the Betty Cameron Trust – A price has been obtained from a solicitor for registering land where the deeds are held and the prices varied between £300 and £1500. In such a situation it may be possible for the PC to complete the process without the help of a solicitor, although this is not advised by HM Land Registry. The Clerk is still awaiting a response from Fields In Trust in relation to the Playing Field. **Clerk to contact Cllr Wright to ask if she is able to help with guidance on the next steps or if the PC should seek legal advice.**

c) Update re damaged and/or missing posts on the verge near the Village Hall – **Clerk to e-mail some pictures to Highways to see if they can help with this.**

29) Planning applications received

2026/2961/FUL – Bridge Lake Fishery, Wardington Road, Chacombe. Replacement of existing 5 no. fishing lodges with 8 no. fishing lodges, change of use of dwellinghouse to holiday let with additional associated accommodation unit, and new storage unit to replace existing containers. No representation made.

Planning decisions received - None

Notifications of tree works received

2026/3068/TCA – Penny Royal, 19 Thorpe Road, Chacombe. Works to 1x Plum Tree.

2026/3069/TCA – Ivy Bank, 21 Thorpe Road, Chacombe. Works to 1x Magnolia Tree.

30) To consider the options for the future of the website:

- Remain with the existing website providers, at a cost of £1259.29 + VAT for the hosting only (no support included with this, SSL certificate is extra) for the next 3 years, which includes 2GB storage per e-mail account which is currently not enough for at least 2 of the users
- Move to a Parish Online website at a cost of £250 for the first year, and £350 for subsequent years, which includes 5GB storage per e-mail account, a .gov.uk domain, an SSL certificate, Clerk control of the e-mail systems, and includes support

It was proposed and agreed to change the website provider to Parish Online, with the domain chacombeparishcouncil.gov.uk and the colour scheme of Maroon – BS381C No 541. **Clerk to instruct Parish Online and inform the existing website provider.**

31) Finance

a) Approval of the bank statement balances as at 01.09.26 of £125.26 and £35,740.17 – Cllr Taylor confirmed the balances stated are correct.

b) Proposal to make a donation of £100 to St John Ambulance for the CPR and Defib training they provided – Proposed and agreed. **Clerk to arrange payment.**

c) To confirm completion of the third (Oct to Dec) and final (Jan to Mar) quarterly Internal Controls financial check for 2025-26, and the first (Apr to Jun) quarterly check for 2026-27 – Cllr Williams confirmed the checks have taken place and all was found to be in order.

d) To note and approve the following payments and receipts:

Payments made since last meeting using delegated powers: Proposed and agreed.

20.05.26	Ecotricity Ltd	Streetlighting April	£72.58
02.06.26	Complete Ground Management Ltd	Grass cutting April	£819.60
02.06.26	Zurich	Annual parish insurance	£396.00
02.06.26	Kirsty Buttle	Salary, office, and exp May 26	£601.98
02.06.26	HMRC	Tax & NI May	£27.36
29.05.26	NEST	Pension May	£43.36
02.06.26	Gallagher	Berry Close Insurance	£380.75
09.06.26	ICO	Data Protection Fee	£47.00
31.05.26	Unity Bank	Account fee	£7.00
22.06.26	Ecotricity Ltd	Streetlighting May	£68.42
24.06.26	Shield Maintenance	Dog bin collection	£109.20
24.06.26	Complete Ground Management Ltd	Grass cutting 21st May	£409.80

24.06.26	Kirsty Buttle	Salary and office Jun 26	£596.98
24.06.26	HMRC	Tax and NI Jun	£26.36
30.06.26	NEST	Pension Jun	£43.36
24.06.26	Kirsty Buttle	Reimbursement - SIM, One Drive, and batteries	£24.65
30.06.26	Unity Bank	Account fee	£7.00
29.07.26	E-on	Streetlight maintenance qtr ending Jun26	£79.20
29.07.26	Shield Maintenance	Dog bin collection	£109.20
29.07.26	Complete Ground Management Ltd	Grass cutting 17th June	£409.80
29.07.26	Kirsty Buttle	Salary and office Jul	£596.78
29.07.26	HMRC	Tax & NI Jul	£26.56
31.07.26	NEST	Pension Jul	£43.36
20.07.26	Ecotricity Ltd	Streetlighting Jun 26	£63.10
31.07.26	Unity Bank	Account fee	£7.00
20.08.26	Ecotricity Ltd	Streetlighting Jul 26	£66.35
25.08.26	Shield Maintenance	Dog bin collection	£109.20
25.08.26	Kirsty Buttle	Salary and office Aug	£596.98
25.08.26	HMRC	Tax & NI Aug	£26.36
28.08.26	NEST	Pension Aug	£43.36
31.08.26	Unity Bank	Account fee	£7.00

Receipts: Noted.

07.05.26	WNC	Grass cutting grant	£820.53
30.06.26	Unity Bank	Interest	£171.33
10.08.26	National Grid	Wayleave	£64.29

Payments to be made: Proposed and agreed.

Kirsty Buttle	Salary Sep plus backpay	£687.24
HMRC	Tax and NI Sep	£67.22

32) Information exchange – Clerk to arrange informal meeting with Village Hall, Playing field and Clerk and Chair. Concerns have been raised on Facebook about sewage having been released into local streams which is believed caused the death of a dog locally and other residents are understandably concerned and would like to understand what the issue is and if it is safe for them to visit local waterways. **Cllr Taylor to contact Thames Water to find out what the situation is and to check they are aware of the local concerns for both pets and children playing in the water.** A village WhatsApp group has been set up and it would be of greater benefit to the village if more people joined the group. Although the group is not a PC run group, it was agreed that **Cllr Williams should create a QR code and posters to advertise the new Chacombe WhatsApp group.** It was noted that Flytipping has been an issue in the village again. There have been some burglaries in Culworth so **Cllr Taylor to let the Neighbourhood Watch Co-ordinator know to put something out to remind people to be vigilant.**

33) Proposal to exclude the public and the press from the meeting in order to discuss a staff matter – Proposed and agreed.

The Clerk left the meeting at 8:34pm.

34) To review the Clerk's salary scale point in line with the Clerk's contract – It was proposed and agreed to increase the Clerk's pay by 1 scale point to SCP27 to be backdated to April 1st. As the

payroll has already been run for September the additional payment will be made in October.
Clerk to arrange changes to payroll.

Meeting closed @ 8:50pm.

Date of next meeting – 5th October 2026

Signed…… Date……..