

**MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL
HELD ON MONDAY JANUARY 9TH 2012**

Attendees:-

Cllr. Ward (in the Chair); Cllr. McMillan; Cllr. Jenkins; Cllr. Kennedy; Cllr. Beeusaert
Janet Jones (Clerk)
Mark Taylor, Amenities Committee (for item 3)
Kevin Flynn, Recreation Ground re-development group (for item 4)

Apologies:-

Cllr. Gardner; Cllr. Sexon OCC; Cllr. Ducker SODC; PCSO Mark Bell

09/01/01 Declaration of interest

None declared

09/01/02 Minutes of the meeting of November 7th.

These were agreed as a correct record and signed by Cllr. Ward

09/01/03 Amenities Committee

In Cllr. Gardner's absence, Mark Taylor, the Committee's Treasurer, presented the Committee's accounts. He does not anticipate any increase in grass cutting costs this year as a result of the new playground. It was queried whether the Committee's insurance cover will need to be increased for the new playground and it was suggested that there may be savings if the insurance was looked at in conjunction with the Parish Council insurance. Cllr. Kennedy will look at this **Action- Cllr. Kennedy (Action 01/01)**

There was considerable discussion about the need to hold reserves for possible repairs and depreciation to the village hall, and it was agreed that:-

- The Parish Council will give a grant of £4,500 next year to help with expenditure and to contribute towards a reserve.
- A contingency fund will be built up towards future repairs or a possible re-build. There will be further discussion about where this fund will be held.
- A disaster recovery fund of at least £10,000 needs to be built up.

The Parish Council encouraged the Amenities Committee to obtain a new structural survey on the village hall as soon as possible and Mark was asked to make a formal request in writing to the Clerk for the £5,000 grant budgeted for this year, detailing how this would be spent, so that a cheque could be raised. **Action- the Clerk (Action 01/02)**



09/01/04 Recreation Ground re-development- Cllr. Jenkins

Cllr. Jenkins reported that 6 bids had been received in response to the invitation to tender, and these had been opened by himself and the Clerk. The bids ranged from £[redacted] to £[redacted]; the budget is £[redacted]. The preferred bidder was [redacted], and Cllr. Jenkins has been able to negotiate with them to remove some items and reduce the bid. This will mean some aspects of the project will need to be carried out in other ways. Questions were asked about the company's viability, and it was agreed that Cllr. Jenkins will ask for details of the profit and loss accounts for the last 3 years, and circulate this information. Payment of VAT and cash flow for the project also needs to be agreed. Provided that this information is satisfactory, Cllr. McMillan proposed that the Active Installations bid is accepted; this was seconded by Cllr. Beeusaert and agreed unanimously. **Decision- subject to the financial stability of Active and to a safe cash flow forecast, Cllr Jenkins is authorised to enter into a contract with Active Installations on behalf of the Parish Council. Action- Cllr. Jenkins and All. (Action 01/03)** Thanks were expressed to Kevin Flynn and Cllr. Jenkins for all their hard work.

SODC and WREN require details of who is authorised to sign invoices etc; it was confirmed that these will be the authorised signatories for the Parish Council, i.e. Cllrs. Ward, Jenkins and Kennedy. For the avoidance of doubt, these signatories are also authorised to enter into a grant agreement with SODC, WREN and any other grant agencies. The Clerk will send a copy of this recorded decision to Ed Neiburg at SODC. Once the contract with [redacted] is agreed, the Clerk will send an official letter to them accepting their bid. **Action- the Clerk (Action 01/04)**

Re the car park- Cllr. Jenkins suggested that if the Council wanted to build a car park suitable for the shop, it would be preferable to ask the contractor to combine the shop and playground car park. The Parish Council will contribute to this cost. This was proposed by Cllr. Kennedy, seconded by Cllr. McMillan and agreed unanimously. Cllr. Jenkins will discuss this with the contractor. **Decision- the Parish Council will fund the extension to the joint car park. Action- Cllr. Jenkins. (Action 01/05)**

09/01/05 Budget and precept for 2012/2013

A draft had been circulated and there had been some discussion via email. In order to give additional grants that may be needed to the village projects set up as a result of the Village Plan- the recreation ground and shop projects- and to continue the level of support for the Amenities Committee, to enable them to build up a contingency fund, the budget will need to be increased. There were a number of options, the two extremes being to either use £3,000 of the Parish Council reserves and only increase the precept by 5 %, or do not use any reserves and increase the precept by 33.4% Several councillors were opposed to the second option and it was pointed out that the electorate would need to be informed of such a large increase, even though this amount to only £16.33 per average Band D. There was general agreement not to eat into the Parish Council reserves, and also that an increase in precept was necessary, but that would be limited to a maximum of 10% It was suggested that the £2,000 budgeted for "other projects" will be taken out, and the grant to the Amenities



Committee reduced to £4,500. It was finally agreed that a precept of £12,178 will be requested; an increase of 9%. The Clerk will inform SODC. **Decision- the budget and precept for 2012/2013 were agreed. Action- the Clerk (Action 01/06)**

09/01/06 Village shop project- Cllr. Beeusaert

The group has applied to become an Industrial and Provident Society (IPS) and is continuing to seek grant funding, which requires confirmation of the ownership of the land on which the shop is to be built. Therefore, the land will need to be formally leased to the IPS by the Parish Council and Amenities Committee. A member of the group who is a solicitor has sent Cllr. Beeusaert a draft lease agreement; he will send this to Cllr. Gardner to check with Bryn Howell-Pryce. This was proposed by Cllr. Kennedy, seconded by Cllr. Jenkins and agreed unanimously. **Decision- lease the land for the shop to the IPS. Action- Cllrs. Beeusaert and Gardner. (Action 01/07)**

09/01/07 Reports on Councillors' areas of responsibility.

Cllr. Jenkins- cycle path. Ann Ducker has declined to give permission for a permissive cycle route along the existing footpath, and will not allow the proposed alternative route to be a bridlepath. This effectively prevents 1/3 mile of the gap in the cycle route being filled. (Christ Church had agreed in principle to allow permissive rights over the other 2/3 mile). Whilst this is obviously disappointing for the Cycle Path Project Group, they had not given up, and would be considering alternative routes for discussion with Mrs.Ducker.

Cllr. Kennedy has reviewed the Welcome Pack and circulated a list of missing and incorrect information. All will look at this and provide information. Cllr. Ward will send Cllr. Kennedy an electronic copy. **Decision- up-date the Welcome Pack. Action- Cllr. Kennedy and All (Action 01/08)**

Cllr. McMillan- transport. He had requested by email the Council's approval of his proposals i) to set up a feasibility study for a community mini bus and ii) to endorse the 3 proposals made by Goring for improvements to the existing bus service. All Councillors agreed.

Policing. PCSO Mark Bell has promised to talk to Alan Lias re his Neighbourhood Watch Co-ordinator's role.

Roads. The potholes outside the Perch and Pike and damaged kerb outside Manor Farm have been reported to OCC. The salt bins have not yet been delivered.

Cllr. Gardner- White Hill Quarry. Cllr. Jenkins suggested that an alternative use of this piece of land should be considered. Cllr. Gardener will be asked to check the terms of the existing lease agreement with Mr.Bullock, i.e. any difficulty and cost in terminating the lease and whether we are constrained in how we use the land. The Council will then consider proposals for alternative uses of the land. **Action- Cllr. Gardner (Action 01/09)**

09/01/08 Affordable Housing Questionnaire result.

The Clerk had circulated copies of the report which identified that 9 people have expressed an interest in affordable housing in the village; this was accepted. It was agreed that the Clerk will inform ORCC of the Parish Council's approval and ask for their recommendations, including what the next step will be. The recommendations will then be considered, as will the need for a plan for the whole of The Glebe. The Clerk will also request details of ORCC's contact from the Oxford Diocesan and Cllr. McMillan will speak to him. **Action- the Clerk and Cllr. McMillan (Action 01/10)**

09/01/09 Localism Bill.

Cllr. Jenkins queried the new rules in relation to buying properties for community use. Cllr. McMillan will investigate this further. **Action- Cllr. McMillan (Action 01/11)**

09/01/10 Action list.

This was up-dated and actions agreed.

09/01/11 Clerk's report.

CORRESPONDENCE JANUARY 2012

1. House of Commons	John Howell's local surgeries	All	Clerk to put on notice board
2. ORCC Annual Review	General information	All	For information
3. Carers Oxfordshire- email	General information	All	Clerk has put in newsletter
4. ORCC news bulletin- email	Community Action project Community groups to support people with dementia Thames Water winter campaign Scams and hoax emails	All	Clerk has put in newsletter
5. OALC up-date- email	Diamond Jubilee information Localism Bill	All	For information
6. Chiltern Society	Chiltern News	Cllr. McMillan	For information
7. Local Council Review	Free tree packs	Cllr. Jenkins	For information
8. CPRE/NALC	"Planning Explained" booklet	Cllr. McMillan	Advise if more copies are needed
9. OCC- Social and Community Services -	Local HealthWatch discussion document	All	Response needed



email			
10. Chilterns AONB- email	Chiltern Commons newsletter	Cllr. McMillan	For information
11. SODC-email	Register of electors	All	Clerk will hold this information

09/01/12 Finance.

i) Receipts and payments report. This had been circulated and was agreed.

ii) Bank reconciliation. This had been circulated and was agreed.

iii) Grant for St. Andrew’s Church. Cllr. McMillan had received a formal request from the treasurer, and emailed details to everyone and a sum of £ 830 had been agreed.

iv) Cheques for payment

Already approved

11.11.11 Land registration fee, Richard Wilson & Co.	Cheque no. 00081. £50.00
23.11.11 Additional info, shop planning application	Cheque no. 000813 £42.50
03.12.11 Playground Plan, Anthony Stiff Associates	Cheque no. 000814 £1,170.00
03.12.11 Goring Press, printing December newsletter	Cheque no. 000815 £65.00
05.12.11 Course fees “Roles and Responsibilities” OALC	Cheque no. 000816 £144.00
19.12.11 Salt bins, OCC	Cheque no. 000817 £900.00
19.12.11 IPS application for shop, Plunkett Foundation	Cheque no. 000818 £475.00

For approval

09.01.12 Clerk’s salary and expenses Sept to Dec 2011

13 weeks@ 3 hours per week= 39 hours x £9.94 per hour (annual increment) = £387.66

0.25 of £300 p.a. office expenses = £75.00

Expenses = £5.98

Total:- = £468.64 Cheque no. 000819

09.01.12 SLCC Annual Subscription 2012 Cheque no. 000820 £61.00

09.01.12 Grant to St. Andrew’s Church Cheque no. 000821 £830

These were approved and a hard copy signed by the Chairman.

09/01/13 Date and time of next meeting

MONDAY MARCH 5TH 2012 AT 7.30 P.M. IN THE VILLAGE HALL



OUTSTANDING ACTIONS LIST AND ACTIONS SUMMARY JANUARY 2012

Minute No:	Action No:	Action	Progress	Actionee	Status
04.07.08	Action Plan review	Gifting of The Park to the village	Savills have reported some progress- possible decision by the end of the year	Cllrs. Gardner and McMillan to investigate further	Open
09/01/07	01/09	White Hill Quarry	Land registered by Bryn Howell-Pryce; letter of thanks and cheque to be sent. Tenancy agreement to be established. Future use of land to be discussed. Deeds for all Council owned land to be looked at by Bryn and land registered.	Clerk Cllr. Gardner	Open
09.01.04	01/05	Playground group/ Recreation Ground group	Grants received from SODC.and WREN. Bid received from [REDACTED]. Agreed acceptance if further information re company is satisfactory. Authorised signatories to be confirmed with SODC. Funding of extension t car park agreed.	Cllr. Jenkins All Clerk	Open
09.01.03	01/01	Amenities Committee	Report on condition of village hall to be reviewed and updated. Formal request for grant	Cllr. Gardner	Open



			needed Insurance to be reviewed	Clerk Cllr. Kennedy	
23.08.10	08/08	New dog waste bins	Agreed to purchase 3 salt bins and 2 dog waste bins	Cllr. McMillan	Open
21.09.11	09/09 11/11	Salt bins		Clerk	Open
22.11.10	11/04	Parish mapping service	More information needed, e.g. how to access. Costs to be finalised	Cllr. McMillan	Open
21.02.11 09/01/08	02/01 03/10 01/10	ORCC request for affordable housing development on The Glebe	Results of survey accepted and further action to be advised. Diocesan to be contacted. Plan for whole of The Glebe to be considered.	Clerk Cllr. McMillan	Open
04.07.15	07/10	Reduce speeding in the village	Measures to be investigated	Cllr. Kennedy	Open
21.09.17	09/15	End of year accounts	External audit approved by Council. Asset register to be circulated	Clerk	Open
04.07.09 21.09.05	07/05 09/03 11/02 11/03	Fund raising strategy	Meeting of village organisations to co-ordinate fund-raising. Monies to be held by Amenities Committee	Steve Beeusaert Clerk	Closed
21.09.11	09/10	Working methods and procedures	Reports to be circulated in advance of the meeting	All Clerk	Open



04.07.18	07/13	Receipts and payments report	Cllr. McMillans' comments to be incorporated	Cllr. Ward Clerk	Closed
21.09.04	09/01 11/14	Re-establish Neighbourhood Watch	Volunteers agreed; PCSO Bell to liaise.	Cllr. McMillan	Open
21.09.04	09/02	List of elderly people for the police	Request put in newsletter	Cllr. Ward	Closed
09.01.06	01/07	Shop project	Grant from SODC obtained. Group to set up IPS Further grants being sought. Land to be leased from Parish Council/Amenities Committee	Cllr. Beeusaert	Open
21.09.10	09/08	Renewable energy	Cllr. Kennedy to investigate possible photovoltaic generation site. Not viable- no further action	Cllr. Kennedy	Closed
21.09.11	09/09	Cllrs. Areas of responsibility	Now agreed; document to be included in minutes and put on website	Clerk	Closed
21.09.12	11/07	Website	Statistics circulated and discussed. Clerk has up-dated minutes; Welcome Pack looked at; information to be up-dated	Clerk Cllr. Kennedy All	Open
21.09.16	Correspondence	OCC Dial a Ride Service	Comments by 30 th Sept	Cllr. McMillan	Closed
21.09.16	SODC bulletin-email	Re-cycling news Sports news	Clerk has put extracts in newsletter	Clerk	Closed



21.09.17	09/16	Transport Needs Survey	Funding agreed; to be circulated with October newsletter. Results discussed	Cllr. McMillan Clerk	Closed
07.11.11	11/13	B4009 traffic	OCC has been contacted re overgrown tree	Cllr. McMillan	Open
07.11.11.	11/12	Plans for local gravel extraction	Was investigated- no further action needed	Cllr. Jenkins	Closed
07.11.11	11/08	Diamond Jubilee Celebrations	Activities to be co-ordinated; all information to be sent to Cllr. Beeusaert	Cllr. Beeusaert Clerk	Open
07.11.11 09.01.05	11/15 01/06	Budget and precept 2012/2013	Now finalised; precept to be requested	Clerk	Open
07.11.11	SLCC newsletter-email	Proposals re licensing arrangements	Comments to be sent	Cllr. Gardner	Closed
07.11.11	SODC-email	Corporate Plan consultation	Responses sent to Cllr. Ward	All	Closed
07.11.11	Thames valley police-email	Report from Mark Harling	Extract put in newsletter	Cllr. Ward	Closed
07.11.11	Crimestoppers- email	Information and posters	Put in newsletter and on notice board	Cllr. Ward Clerk	Closed
07.11.11	SODC- email	Car parking changes	Information put in newsletter	Cllr. Ward	Closed



07.11.11	Chilterns Conservation Board	Newsletter	Extracts put in newsletter	Clerk	Closed
09.01.09	01/11	Localism Bill	Rules for purchasing property for community use to be investigated	Cllr. McMillan	Open
09.01.12	House of Commons	Dates of M.P. surgeries	To be put on notice board	Clerk	Open
09.01.12	SODC- email	Register of electors	Information to be held by Clerk	Clerk	Open
09.01.12	ORCC - email	Newsletter	Extracts to be put in newsletter	Clerk	Open
09.01.12	Carers Oxfordshire- email	General information	Extracts to be put in newsletter	Clerk	Open