

**Minutes of the meeting of South Stoke Parish Council
held on Tuesday 22nd September 2015 at 7.30 p.m. in South Stoke Village Hall**

- Present:-** Cllr. Roy McMillan (RM) – Chairman
Cllr. Bryan Urbick (BU)
Cllr. Andrew Scrivener (AS)
Cllr. John Verrill (JV)
- Apologies:-** Cllr. Chris Bertrand (CB)
- Officer:-** Apologies received from Sue Gill (SG)
- In attendance:-** Janet Jones to take the minutes.
- Members of the public:-** Mrs Diana Hathaway; Mrs. Tina Haslam; Miss Amanda Rogers

- 275/15 **Declaration of interest**
Cllr McMillan declared an interest in the Glebe Field development.
- 276/15 **Minutes of the meeting of 17 August 2015**
These were agreed as a correct record and signed by the Chairman.
- 277/15 **Reports from OCC and SODC**
The Clerk had previously circulated Cllr Bulmer’s monthly reports to all Councillors
- 278/15 **Road markings – to prevent parking - outside the school**
There have been emails between Cllr.McMillan, Amanda Rogers and OCC re this. Following an alleged near-miss incident of a child running into the road outside the school, Miss Rogers has been trying to ascertain from OCC’s Safeguarding Committee whether there is a need to put “School Keep Clear” markings across the road. OCC has asked the PC for its views. It was felt that if OCC agree there is a Health and Safety issue, they are responsible for paying for road markings, but the views of neighbours needs to be sought re possible restrictions to their existing street parking. Once OCC views are known the PC will respond. Councillor McMillan to contact OCC Highways in the first place.
- 279/15 **School playground**
Councillors McMillan and Urbick have met with the school - who have consulted with Sport England, OCC and St. Andrew’s Church re amendments to the existing equipment. The school proposes to consult the village by holding an Open Day on October 9th from 3.30 to 6.00 p.m., when residents can visit the playground and look at the School’s amended plan. All comments will be documented and the plans will also be available on the school and village websites. The School have advised that a new planning application will then be submitted. Cllr.Verrill queried whether

the terms of the Sport England grant required the playground to be available for community use and Miss Rogers promised to make this clear in the consultation document.

280/15

Planning applications

P15/S2840/LDP 1 Cross Keys Road- single storey side and rear extensions. The small size of this extension comes within the legal framework - so no PC comment is needed

P15/S2973/HH 1 Primrose Cottages, Chapel Close- alterations to vehicular access and parking. Cllr. Scrivener will check that there are no objections from neighbours and if so will respond

Resolution - The Parish Council Committee voted NO STRONG VIEWS for the planning application. UNANIMOUS

P15/S279/FUL Little Stoke Manor Farm- alterations to outbuildings.

Resolution - The Parish Council Committee voted APPROVED for the planning application. UNANIMOUS

281/15

South Oxfordshire Open Spaces, Playing Pitch and Sport Facilities Audit.

Cllr. McMillan had circulated his proposed response, which included reference to items in the Village Plan Refresh and reference to the old swimming pool facility on the river bank. This was agreed and Cllr. McMillan will return the audit.

282/15

Oxfordshire Together, giving communities control over local services.

Cllr. McMillan reported on his attendance at this meeting on 21 September. The leader of OCC had explained that more cuts will have to be made and gave a list of possible services that he hoped Town or Parish Councils would apply to carry out, including grass cutting and community transport. He then asked representatives to give feedback and send comments to the formal consultation on the OCC website. Cllr. McMillan suggested that communities could cluster together to provide community transport; he was asked to send an email to OCC. Problems with grass cutting and drainage were highlighted and Cllr. McMillan asked the Highways Department to contact Cllr. Bertrand. The PC discussed problems in the village with drainage ditches at the bottom of Ferry Lane and surrounding nearby properties - Cllr. Verrill said that although he had dug out ditches on his land, the problem would remain unless other neighbours did the same. Cllr. McMillan will contact the landowners concerned including the owners of Lower Farm and Moulford Manor. OCC will provide a proforma letters for the PC to send to landowners and the Land Drainage Board who can issue enforcement notices if necessary.

283/15

Amenities Committee Report

This has been previously circulated. It included information about fundraising activities and tidying of the Recreation Ground. The Committee has asked the PC to take legal responsibility for the slipway; the PC felt there would be no advantage in this. There are still problems of access to the back of the Village Hall. It was suggested that the landowners are told what access is required and when. Cllr Scrivener offered to try and find the deeds of Tudor Barn and check ownership of

the piece of land, after which Cllr. Urbick will draft a letter to be sent on behalf of the Amenities Committee.

Cllr. Scrivener has arranged for a survey re possible rot in the hall.

284/15

Relationship between the Parish Council and the Amenities Committee.

Cllr. McMillan has spoken to Jan Gosset from OALC at a recent training course; she advised that the Village Hall and Recreation Ground should not be on the PC Asset Register. There are a number of other issues such as the PC reclaiming VAT; Cllr McMillan will seek further clarification and Cllr. Verrill will look at the Amenities Committee's constitution and charitable status.

285/15

Councillors' allowances and expenses

Cllr. McMillan has circulated the 'latest!' SODC 2007/2008 report re Parish Councillors' Allowance & Expenses including the mileage rate of 45p and asked all Councillors to put in claims when appropriate.

286/15

Action from Previous Meetings

The action list was reviewed and changes made - see revised listing

287/15

Finance

1. To receive and approve the Receipts and Payments Report.

Cllr. McMillan queried the overspend on the variance report; Cllr. Urbick will look at the figures and provide clarification.

2. To approve cheques for payment

Resolved: to approve payments as follows:

1053	Came & Company	Annual Insurance	£1190.54
1054	G Ambler	Maintenance	£295.00
1055	Goring Press	Newsletter	£123.75
1056	BDO	External Auditor	£120.00
1057	Environment Agency	Slipway	£68.04
1058	HMRC (September)		£19.60
1059	S Gill	Clerks Salary Sept	£78.41

3. To receive and approve the Bank Reconciliation AGREED

4. To receive the final audit from the external auditor BDO. The accounts have been approved with no further action required.

288/15

Correspondence

1. Chiltern Society Magazine

2. Information re Councillors' training event on 25 November – 'Roles and Responsibilities'. The Clerk will attend on 25 November.

3. An email had been received from Mr John Lamb , the brother of a disabled

resident - Mr Nick Lamb of No 10 Glebe Cottages - saying that because of the very uneven pavement his brother cannot use his electric wheelchair to get to the village shop etc. It was agreed that this is a problem but that OCC are unlikely to pay for improvements in the present financial situation. Cllr.McMillan will raise this with John Howell, MP.

289/15

Date and time of next meeting:

Monday 19th October 2015 at 7.30 p.m. in the Village Hall.

(NB - Cllr Verrill advised that if PC meetings could be held on 3rd Tuesday of each month, instead of the 3rd Monday, it would be much easier for him to attend. It was agreed to discuss this option further at the next meeting, when hopefully all Cllrs & the Clerk would be present)

Minute item	Item	Action/Progress	Actionee	Completed or review date	Status
212/15	Gifting of the Park to the village	A PC working party to be set up to establish the management of the Park.	RMc	May 2015	Open
219/15		Original Head of Terms, Draft Lease and Summary Report received. Various clarifications to be given.	RMc	June 2015	Closed
		The PC's Solicitor is now awaiting final sign-off	RMc	Aug 2015	Open
		Email received to say sale of plots completed and therefore it should be possible to proceed with the matter of the Park in the very near future.	RMc	Sept 2015	Open
		Final result expected very soon. Cost of searches, approx. £300, to be invoiced by JV; already in budget	JV	Sept 2015	Open
13-5-8.4	Access Lanes to the Recreation Ground and Village Hall	Mr Michael Swan has now taken over this matter from Bryn Howell-Price and RMc would be in discussion regarding the access lane to the Village Hall, which so far had only been registered as the PC having a right of way over it.	RMc	July 2015	Closed
		Should the Parish Council own the access lane. RMc to check whether free and unencumbered.	RMc	August	Closed
		Agreed no further action required		Sept 2015	Closed
13-10 8.3	Road maintenance issues	OCC still to dig the grips on Woodcote Road, the ditch on Ferry Rd, and replace the small piece of missing fence between Low Wood. & The Old Vicarage.	CB	Dec 2014	Open
		RMc to send CB contact details	RMc	Sept 2015	Open
		RMc to chase OCC again	RMc	Sept 2015	Open
8.5	Village Website	Village Hall Bookings are to be put online. BU to liaise with website provider	BU BU	Sept 2015 Sept 2015	Open Open
221/15	134 Bus Wallingford to Goring via The Stokes	Bus service will continue but new appointed company have now retracted and therefore Go Ride will continue for four months – until end Sept - whilst OCC go out to tender for the third time.	RMc	June 2015	Closed
		The future of the 134 continues to remain in limbo. Go Ride's contract due to end in Sept. RMc to attend meeting in North Stoke Village Hall on 16 July. Crib sheet for RMc to respond to OCC.	RMc	Aug2015	Closed
		Information due at the end of August	RMc	Aug 2015	Open
		No further news received. RMc to chase	RMc	Sept 2015	Open
182/15	Village Plan Refresh	In going forward the following projects were discussed and in the first instance would be assigned to a Parish Councillor who would help set up the project team and once each project team was happy with their way forward the Councillor could - if he/she wished - step down. High Priority: Development in South Stoke Cllr McMillan Questionnaire developed for distribution second weekend	RMc	Sept 2015	Open



215/15		<p>In October. Agreed the PC would cover the approx £140 Cost to print in colour, out of the Village Plan budget</p> <p>Permanent Village Shop Premises was former Cllr Ward now RMc</p> <p>1. Cllr McMillan advised that planning application had now been drafted for 3 year extension of the temporary premises from 12.03.2016 - this would be considered by the Shop Board, prior to expected submission to SODC in October</p> <p>2. Cllr McMillan advised that the Project Group would now commence to address the skills necessary for it to take on the much bigger project of a permanent premises for the shop, probably close to the existing site, and of a similar footprint. The estimated cost was somewhere in the region of £250,000!</p> <p>New or re-modelled Village Hall Cllr Scrivener No further developments to report yet</p> <p>Sound and Site Screening (Network Rail & Electrification) Cllr Urbick</p> <p>1. Freedom of Information request drafted by Ian Haslam - amended by JV - Cllr McMillan to ask Clerk to send</p> <p>2. Network Rail had proposed a drop-in consultation in the Village Hall. Between 12 noon & 8pm on 24th October.</p> <p>Better Road Safety Cllr McMillan No further developments to report yet</p> <p>Bridge or Ferry between Moulsoford & Streatley Cllr Urbick No further developments to report yet</p> <p>Lower Priority: as some villagers expressed an interest</p> <p>Improve Wildlife and Environment Cllr Verrill Cllr Verrill suggested the creation of a wildlife survey and to consider a skip on the recreation ground. Information re survey to be put in newsletter</p> <p>Safe Cycle Route to Little Stoke Cllr McMillan Meeting with one of the landowners in mid-October</p> <p>Better Broadband was former Cllr Ward now RMc Cllr McMillan advised that a letter had been sent to the CEO of BT & Mr Guiver to report in next newsletter</p> <p>More Sports Facilities Amenities Committee JV to donate table tennis to Village Hall – no further report</p> <p>Community Gardens Amenities Committee No further developments to report yet</p>	<p>RMc</p> <p>RMc</p> <p>RMc</p> <p>RMc</p> <p></p> <p>JV</p> <p>RMc/BU</p> <p>RMc</p> <p></p>	<p>Sept 2015</p> <p>Sept 2015</p> <p>Sept 2015</p> <p>Sept 2015</p> <p>Sept 2015</p> <p>Sept 2015</p> <p>Sept 2015</p> <p>Sept 2015</p> <p>Sept 2015</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>
201/15	SSPC papers	All parish papers to be reviewed 75% complete	BU	Sept 2015	Open

211/15	SS School Playground	To establish whether the Governors would register an interest in the use of part of the Park, as an alternative location for the play/sports equipment.	RMc	April 2015	Open
		SSPC to mediate in a way forward to find a suitable solution the problem.	RMc	June 2015	Open
		Detail in the main body of the minutes owing to the length of discussion			
279/15		School will consult with villagers on Oct 9 th re the schools proposed amendments to the existing installation		Oct 2015	Open
244/15	Memorial plaques for Sarah Larkin-Smith & Ann Ducker	To research the cost of the brass plaque for a bench as a permanent memorial for each of two ladies who did so much for the village.	CB	July 2015	Closed
		CB to speak to Larry Smith and Katherine Ducker re wording A budget of a maximum of £50 per plaque was authorised.	CB	Aug 2015	Closed
		The plaque for Ann Ducker is now ready to be put on a Bench and will be paid for by the Parish Council.	CB	Sept 2015	Open
		The Amenities Committee will place a plaque in honour of Sarah near an Oak Tree on the Rec and it will be funded by the AC	CB	Sept 2015	Open
251/15	Parish verges	The Parish Council to investigate with OCC the possibility of becoming responsible for verge cutting within the 30 mph limits.	CB	Aug 2015	Open
		There is an OCC meeting on 21 September 2015 – which RMc will attend - as CB is on holiday – (if the PC mtg scheduled for the same date can be re-arranged)	RMc	Sept	Closed
		OCC meeting attended – see report in main section of Minutes	RMc	Sept 2015	Open
266/15	Parish Notice Board	Install a lock On-going; unable to contact carpenter	RMc	Sept	Open
278/15	Road markings outside school	Await advice from OCC	RMc	Sept 2015	Open
282/15	Drainage	Landowners to be reminded of their responsibilities	RMc	Sept 2015	Open
283/15	Access to back of Village Hall	Deeds to be obtained and letter to landowners written	AS/BU	Sept 2015	Open
284/15	Relationship between PC and Amenities Comm.	Further clarification to be sought	RMc/JV	Sept 2015	Open
287/15	Receipt & Payment Receipts	To check the balance of the variance reports	BU	Oct	Open
289/15	PC Meetings	To review the date the monthly Parish Council meeting is Held	ALL	Oct	Open