

**MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL**  
**South Stoke Village Hall 19:30 Monday 19 June 2017**

**Members Present:**

Chairman Roy McMillan (RM)  
Vice Chairman Bryan Urbick (BU)  
Members Mick Walsh (MW)  
Gareth Dean (GD) - after item 17/557  
Andrew Scrivener (AS) - from 19:46

**Officers Present:**

Clerk Colin Ratcliff (CR)

**Public and Press:**

Michael & Elaine Hargreaves, Mick and Jan Connors, David Kennedy  
Marshall Davies.

It was agreed to change the agenda order for items 4, 10.1 and 10.2

**17/555 Apologies for absence**

None.

**17/556 Welcome to the new Clerk, Colin Ratcliff**

RM introduced and welcomed CR.

**17/557 To co-opt Mr Gareth Dean**

**Resolved:** To co-opt Mr Dean into the Casual Vacancy for South Stoke Parish Council.

**17/558 Declaration of Interests**

RM declared an interest in the Glebe Field and any potential development plan but with no pecuniary interest.

**17/559 Minutes of the meeting of 22 May 2017**

**Resolved:** That the minutes be approved and signed by the Chairman.

**17/560 Reports from OCC and SODC**

A report from Cllr. Kevin Bulmer had been received and would be circulated by email. RM stated there was little of significance due to election purdah.

**17/561 Planning Application P17/S1570/FUL – Herons, The Street South Stoke RG8 0JS**

Amendment: No. 1 - Erection of one residential dwelling, including erection of garage, provision of associated private garden and parking, provision of landscaping and other ancillary works.(as amended by drawing nos P01C, P02b p04b P05 b P06b and P07 b which clarify the open parking space is 2.5m x 5.0m and unobstructed, and the parking space within the garage is now 3m x 6m). For information purposes only.

Mr Kennedy said this was following a request from Highways for clarification. Noted.

**17/562 Community Shop & Village Hall Group. To discuss the draft pre-app submission, any amendments and consider the SODC fee of £220.**

RM had circulated some suggested amendments. BU said he was impressed with the draft.

**Resolved:** That the draft as amended be approved. Minor tidying up to be completed and CR named as point of contact. That the pre application then be submitted and the fee paid by SSPC.

Signed:

R. McMillan

Dated: 17 July 2017

**17/563 Housing Development Steering Group**

RM reported the SG had gone back to the Diocese after the second consultation which confirmed a majority were in favour of 25 dwellings. Some residents were concerned about density and traffic. The plan has been revised with a smaller number of dwellings and a redesign. There is a proposal to serve all the houses bar three by an access road off Cross Keys Road. Pre-application advice submission may be in August / September. Other environmental surveys are needed and the SG are seeking to do a housing needs survey in July / August but are not yet in a position to ask for funds. BU reminded there is £2,000 in the SSPC budget for the project.

**17/564 P16/S3861/FUL Fifield Cottage Ferry Road South Stoke RG8 0JL Minor Amendment: No. 1 - dated 19th May 2017 Proposal: Demolition of existing dwelling and garage and construct replacement dwelling and garage (as amended and amplified by Bat Survey Report received 16th May 2017 and Location, Site & Elevation plans received 19th May 2017).**

AS joined the meeting and stated he had sought additional information from the Planning Officer but had not received a reply.

On the previous application SSPC had said it was too big, the revised plans show a slightly smaller volume but with insufficient information against the validation checklist. No comparison can be made to the existing property and other issues are outstanding.

Michael Hargreaves said the revised plans were minor changes only there are issues with overlooking, encroachment onto boundary, and a need to remove trees. The only significant change being a slightly smaller master bedroom but a greatly increased balcony size. AS stated there is no m<sup>2</sup> information, the CIL form had not been updated and the boundary line was in the wrong place.

Mick Connors handed out his response to SODC and highlighted some aspects of his submission which reflected many of the comments made by others present.

Marshall Davies stated the amended submission does not address earlier objections, and agreed with the comments of others. He said the application was not possible to consider in its current state.

**Resolved:** That the Council considers the application should be **REFUSED** and the grounds above be submitted.

**17/565 To consider a budget for a laptop, printer and related software for the use of the new Clerk**

BU clarified the proposal for software to include an accounting package. RBS (as used by Goring PC and others) have offered to supply software free of charge with a £50 set up fee and £116 annual support charges.

**Resolved:** Agreed in principle and that GD and CR research equipment and costs and that the RBS software offer be accepted.

**17/566 To consider communication cover for the Clerk while on leave**

Agreed that a system would be set up for an out of office to redirect email enquirers to RM if urgent.

**17/567 Finance**

**1 To receive and approve the receipts and payments report**

BU noted the budget figures included were the previous years and needed amending. No other significant issues were noted.

**Resolved:** That the report as of 19 June, circulated by the Clerk be approved subject to amendment as above.

**2 To approve cheques for payment**

**Resolved:** To approve payments as follows:

Date	Cheque No	Payable to	Amount	VAT content
19 June	1255	Christ Church, Oxford	10.00	0
19 June	1256	South Stoke Village Hall & Recreation Ground Charity	1250.00	0
19 June	1257	RJS (IA) Ltd	180.00	0
19 June	1258	G. Ambler	144.00	0
19 June	1259	SODC	220.00	36.67

**3 To receive and approve the Bank Reconciliation**

**Resolved:** That the bank reconciliation as at 30 May 2017 be approved.

**4 To consider an online banking payment system and addition of the Clerk as an ‘officer / key account party who is not a signatory to the account’**

The proposal was amended by agreement to include MW and GD as signatories to the bank accounts.

**Resolved:** That the proposal as above and amended be approved

**17/568 To receive a report from the Amenities Charity**

RM said the last meeting had been on 12 June with nothing significant for SSPC to note. Their bank account had been internally audited and the accounts were substantially the same as the draft version.

**17/569 To review progress on actions**

See list below - new comments being in bold.

**17/570 Correspondence**

- 1 MW had received a letter regarding burglaries. The Clerk would write back.
- 2 Sue Gill, previous Clerk, had written to thank councillors for the card and gifts she had received.
- 3 RM had received an email with photo about a driver who had removed posts and parked on the grass at The Slipway. He would pass it to the PCSO.

**17/571 Roles and Responsibilities**

The August 2016 document was reviewed and amended to reflect the co-option of Gareth Dean to council. New version June 2017 refers.

**17/572 Matters for future discussion (Not on agenda)**

MW raised the question of how instructions were given for ad-hoc maintenance works around the village. BU suggested it was time to review the situation regarding grass cutting and obtain quotes. To be added to next meeting agenda.

**17/573 Next Meeting – confirmed as Monday 17 July 2017 at 19:30 in South Stoke Village Hall.**

The Chairman declared the meeting closed at 21:15.

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
	The Website	Training to be given to CR in updating the website	BU	July 2017	Open
	Parish Plan Refresh (PPR)	<p><b>Housing Development Project SSHDP</b> <b>Cllr McMillan</b></p> <p>Cllr McMillan advised that the latest meeting of the Steering Group (SG), the night before, concern from several local residents as to the size of the proposed development on the Glebe Field, and also the advice received from the Chiltern Conservation Board had caused the SG to consider different options for housing development on the field. A further meeting would be held with the Diocese to discuss possible options, and once that these had been clarified an all-day Open Meeting would be arranged in the Village Hall, probably in late February, where Parishioners would be shown the back-ground to these, the options and 'financial return' to the village, and then asked to register their preference.</p> <p>AS has resigned from the SG due to work and family commitments.</p> <p>The SG, in agreement with the land-owner, had modified its proposals re a possible housing development on the Glebe Field. An open Parish consultative meeting would be held on 4 March giving the background and it would provide three options for housing development on the field, being the minimum option – 6 houses, the medium option – 16 houses, and the maximum option - 25 houses. Examples plans of each option would be displayed including “Optional extras” for each option. A green area in the middle would be shown. An idea of the financial benefit to the village infrastructure from the the adoption of each option would be indicated. There would be an exit poll.</p> <p>The meeting would be promoted via posters and the news-letter along with an invitation drop to each household, and following this there would be an email to all Parishioners on the parish email list. As a final action each household which had not submitted any response would receive a letter and a questionnaire, and members of the SG would then visit all such houses in an endeavour to collect further completed forms.</p> <p>See minute 551/17 <b>See minute 17/563</b></p>	RM	Jan 2017	Complete
		<p><b>Network Rail &amp; Electrification Infrastructure</b> <b>Cllr Urbick</b></p> <p>The line between Didcot and Reading is now electrified.</p> <p><b>19/6/17 BU stated NWR had been chased regarding consultation but no reply yet</b></p>	BU	July 2017	Open

Signed:

R. McMillan

Dated: 17 July 2017

		<p><b>Better Road Safety</b> <b>CIr Walsh</b></p> <p>Summary – SSPC are seeking to improve road safety through the village in discussion with OCC. Speed monitoring has been carried out.</p> <p>22 May 2017 A constructive meeting with Keith Stenning and Mark Francis from OCC had taken place and the results of the survey would support changing the speed limits. There was no support for 20mph in the village except for The Street because of the Primary School and the frequent walkers using the Ridgeway National Trail which traverses this road. Various ideas had been discussed and would now be subject to consultation, the preparation of costs and quotations plus any financial support from OCC. It was asked that a report on these matters should be available ahead of the June PC meeting. The Police could be involved and Trust Oxfordshire may help with a grant towards the costs.</p> <p><b>19 June 2017 OCC have proposed they will fund a gate at either end of the village on B4009. To replace the current 30mph signs with larger ones, to redo the roundels, tidy all road markings and fit a pole for a flashing speed sign. They would not agree to count-down markers before the limit. MW is trying to obtain costs for a pinch point and stated flashing speed signs would be ~£7k each. It was agreed to accept OCC's offer and review the extras should funding be identified.</b></p>	MW	July 2017	Open
	Parish Tree Management	The number of location of trees on public land to be identified. RM agreed to continue his work mapping all trees within public areas of the greater part of the Village.	RM	Aug 2017	Open