

**Minutes of the meeting of the Annual General Meeting of South Stoke Parish Council
held on Monday 18 July 2016 at 7.30 p.m. in South Stoke Village Hall**

Present:- Cllr. Roy McMillan (RM) - Chairman
Cllr. Chris Bertrand (CB)
Cllr Bryan Urbick (BU)

Officer:- Sue Gill (SG).

Members of the public:- Mr Julian Chalmer

District & County Councillor: none

413/16 **Apologies for absence:** Cllr. Andrew Scrivener (AS)
Cllr. John Verrill (JV)
Cllr. Mick Walsh (MW)

414/16 **Declaration of interest**
Cllr McMillan declared an interest in the Glebe Field development
Cllr Bertrand declared an interest in the Amenities Committee

415/16 **Minutes of the meeting of 20 June 2016**
These were agreed as a correct record and signed by the Chairman.

416/16 **Reports from OCC and SODC**
The Clerk had previously circulated Cllr Bulmer's monthly report to all Councillors and a copy can be found on the Parish Council's notice board.

417/16 **Planning Applications**

P16/S1184/HH – The Old Stables, Ferry Road- replacement of semi-conservatory (now demolished) to east elevation with single story entrance porch. Alteration to single story part gabled/part flat roofed utility room on west elevation to create gable. Rendering to south (street side) elevation and part east elevations. **Revised plans received.**

Resolution: The Parish Council Committee voted AGREED after amended plans had been reviewed. Cllr McMillan to submit.

UNANIMOUS

P16/S2277/HH – Church View, The Street, South Stoke, Reading. Demolish conservatory, construct single and two storey rear extensions.

Resolution: The Parish Council Committee voted AGREED Cllr McMillan to submit.

UNANIMOUS

418/16 **Roles and Responsibilities** The Roles and Responsibilities were reviewed and minor changes made. The Clerk will update the document and circulate to all Councillors prior to the next meeting when the Chairman will sign the document.

419/16 **Finance**

1 To receive and approve the Receipts and Payments Report.
Copies of the reporting pack were circulated and reviewed. Councillor Urbick reported that budget broken down by month needed to be added but otherwise the reporting pack now reflected the changes asked for by the internal auditor.

The Chairman handed the Clerk a summary of costs and surplus monies from the Queen's Birthday Celebrations and asked the Clerk to do a P&L for the next meeting.

2. To approve cheques for payment
Resolved: to approve payments as follows:

Cheque No	Payable to	Amount
1184	Goring Press (July Newsletter)	£480.00
1185	HMRC (July)	£39.20
1186	S Gill (July)	£156.82

3. To receive and approve the Bank Reconciliation.

4. Councillor Urbick reported to the committee that he had not yet had the chance to speak to Jan Gosset at OALC as she had been working extraordinary hours owing to the OALC AGM.

The Clerk reported that BDO had not been happy with our return this year but she had redone the Variances document (which the Chairman signed) and this would be resubmitted. BDO had not been happy that the Village Hall had been removed from the Parish Council's Asset List without being more clearly defined in the minutes.

420/16 **South Stoke Parish Council Governing papers** - The Clerk asked for all the governing parish documents to be made available on the new website. She also reminded everyone present that they should be reviewed on an annual basis, and that this action minuted. After discussion it was agreed that no changes to any of the documents was necessary and it was agreed that all the documents would be printed and signed by the Chairman at the next meeting and the paper copies would be kept on file for parishioner to look at.
It was also agreed that the Parish Council would continue to get three quotations for any project over £500 though it was recognised that on some occasions companies may not respond. It was also agreed that it was good practise to review any regular contract every three years.



421/16 **Summer Town and Parish Forum** Councillor McMillan had attended the meeting on 12 June. John Cotton had spoken about the Oxfordshire District Councils three unitary options solution: South & Vale, North West & Cherwell and Oxford City. Will Hall, the Policy Planning Officer had spoken about three new initiatives by SODC: Public Transport, Air Quality which is particularly bad in Henley, Wallingford and Watlington, and Deep Clean. Also discussed were the investments in cycle routes and hire schemes. Councillors Bertrand and Urbick were encouraged to follow up respectively. District Councillors were to be given a small fund for use within their ward and Councillor McMillan would approach Councillor Bulmer.

422/16 **Amenities Committee Report**

- The rubbish at the back of the houses near the recreation ground had been cleared with the help of James Dixon.
- Rabbits continue to be a problem.
- The Amenities Committee reasserted that they were only responsible to maintain the Village Hall. The recent survey had indicated the hall should be resurveyed in fifteen years.

423/16 **Action from Previous Meetings**

The action list was reviewed and changes made - see revised listing. New comments are shown in bold print.

424/16 **Correspondence**

- OALC - re Transparency Code and grants for smaller parishes with a turnover of under £25,000. It was agreed that as we are on the cusp we would not pursue this avenue, also the parish already had a website and in the main the grants were for such use.

425/16 **Date and time of the next meeting:**

Tuesday 16 August 2016, at 7.30 pm in the Village Hall.

Minute item	Item	Action/Progress	Action by	Completed or review date	Status
13-10 8.3	Road maintenance issues	The grips on the Woodcote Rd, the ditch on Ferry Rd, and replace the small piece of missing fence between Low Wood. & The Old Vicarage.	CB & RMc	June 2016	Open
		RMc to chase OCC again in April and enlist the support of Cllr Bulmer. Done.	CB & RMc	June 2016	Closed
		The ditch at Cross Keys Road needs to have all the undergrowth and overhanging vegetation cleared, but it was agreed that this should wait until after the annual OCC verge clearance - scheduled for early July - had taken place. When this was done, Cllr Bertrand to ask Graham Ambler to undertake any further clearance necessary.	CB	Aug 2016	Open
		The OCC Highways representative had not turned up for the meeting on 20 June and therefore it will be rearranged.			
		The meeting with OCC Highways representative – Gordon Hunt - had finally taken place and it had been agreed, once again, that OCC would undertake the above three long outstanding items. RMc to confirm to OCC in writing - once again!	RMc	Jul 2016	Open
		Councillor McMillan circulated a draft agreement from OCC Highways re the parish taking on various highways functions. To be discussed on 18 August.	All	Aug 2016	Open
8.5	Village Website	Training to be given in updating website	BU	Sept 2016	Open
221/15	134 Bus Wallingford to Goring via The Stokes	RMc reported that from 21 st July the local bus service would lose its OCC subsidy, but that Messrs Go Ride CIC would then operate a reduced hours commercial service between approx 8.15am – 3.00pm, hourly in each direction. This would be on a trial basis. Fares would have to be increased to £4 - £5. Bus passes would continue to be accepted. Obviously if passenger numbers declined there would be a real possibility of Go Ride discontinuing the route. Investigations would continue to take place to see if there is a possibility of running an in house service in conjunction with other parishes.	RMc	Aug 2016	Open
182/15	Parish Plan Refresh (PPR)	High Priority: Housing Development Project (HDP) Cllr McMillan The Diocese and their planning consultants would now hold further discussions with the Group, and had suggested that they might be able to provide both financial and technical support to help the Parish put together a Neighbourhood Development Order or similar. The next Group meeting with the Diocese & their planning consultants is scheduled for 4th May. RMc had met with Gail Wooton to seek joint meeting with SODC planning on 25 May 2016. Several officers from SO			



215/15		<p>Planning would be attending to progress a Neighbourhood Development Order for the Glebe Field. Preplanning on Outline plan would be paid for by the Diocese who are not Looking for a pecuniary windfall.</p> <p>RMc reported that the Diocese had agreed to pay for their Planning consultants' time in terms of working towards the Drawing of an outline layout design and the completion of a Draft NDO.</p> <p>RMc also confirmed that the Diocese had state that they/the Diocese were not seeking any pecuniary windfall, as a Result of any future housing development in this field.</p> <p>Mtg with AS, RMc and Ian Haslam to be set up.</p> <p>Mtg would take place on 4 August. A plan for a second questionnaire with greater details to lead into a Neighbourhood Development Order or Neighbourhood Plan</p> <p>Permanent Village Shop Premises Cllr Urbick</p> <p>See minute 350/16</p> <p>The group are making grant enquiries, no negative Comments have been received about the proposed plans. The plan was being held for six weeks until a decision has been taken about the future of the Village Hall. RMc & AS had meet with Geoff Ward. The shop group were not keen on a joint venture. The main options were to keep the Village Hall going or combine with the Shop Project (SP) Group to plan a joint new shop and a Hall on the Rec. AS to arrange a joint meeting between Representatives of the VH Development Group and the SP Group.</p> <p>New or remodelled Village Hall Project (VHP) Cllr Scrivener</p> <p>A structural survey report on the Hall is awaited</p> <p>RMc will chase the report. Report now received SODC offering money for Village Halls. See item above.</p> <p>Network Rail & Electrification infrastructure Cllr Urbick</p> <p>Network Rail public consultation on possible alternative designs and a subsequent possible retrofit now due in the sur</p> <p>The Design Review Panel had received 70/80 designs which Had been reduced to 3 -4 for consultation in September. RAG still committed to pursuing legal claim.</p> <p>The railway line should now be treated as electrified at all times and that from 27 June testing would be taking place. A further meeting with RAG is planned for 14 July.</p>	RMc	June 2016	Open
			RMc	August 2016	Open
			BU	July 16	Open
			AS	August 2016	Open
			RMc	August 2016	Open
			BU	August 2016	Open

		<p>Meeting held on 11 July and designs looking possible. Legal fires still burning and there may not be an Answer until December 2016/February 2017</p> <p>Better Road Safety Cllr Walsh</p> <p>Cllr Walsh reported that speed monitoring equipment could possibly be loaned FOC and a survey done in-house.</p>	BU	Aug 2016	Open
			MW	Aug 2016	Open
		<p><i>Lower Priority:</i> as some villagers had expressed an Interest</p> <p>Safe Cycle Route to Little Stoke Cllr McMillan</p> <p>Meeting with one of the landowners scheduled for the Summer</p>	RMc & BU	Aug 2016	Open
211/15	SS School Playground	<p>See minutes of 8 December 2015</p> <p>See minute 365/16</p> <p>See comment at start of minutes May 2016</p> <p>See minute 403/16 6.1</p> <p>AS had reported before leaving on holiday that he had Spoken with R Cramp and the application will go before The planning committee which may not be for another Two months.</p>	BU	Aug 2016	Open
251/15	Parish verges	<p>A meeting had taken place on 23 November with Cllrs McMillan & Bertrand and an OCC officer. Further information will be forwarded - when received - from OCC Highways for consideration by the Parish Council.</p> <p>Keith Stenning of OCC Highways had advised that the PC would be offered a contract and supporting grant of approx' £800 + PA if it agreed to cut the verges within the village's 30 MPH zone</p> <p>A quotation would be sought from Graham Ambler, and OCC's contract would be scrutinised for all requirements and related insurance conditions. Final decision to be made at the August PC mtg.</p>	CB & RMc	July 2016	Open
			All	Aug 2016	Open
329/15	Queen's Birthday Celebrations 12 June 2016	<p>RMc handed over some surplus takings and a reconciliation from the BBQ & Bar stalls and thanked all those who had contributed to a very successful community event.</p> <p>Clerk to do a P&L for August meeting.</p>	RMc	Jul 2016	Closed
			SG	Aug 2016	Open
333/15	Parish Tree Management	<p>The number and location of trees on public land to be identified.</p> <p>RMc to map trees – on going</p>	CB	Feb 2016	Open
			RMc	Aug 2016	Open
377/16	Rec Lane Traffic Calming Measures	<p>Dan Hazel could repair road to include sleeping policeman: 2 x full width and 2 x half widths and added curbstones.</p> <p>Further quotations awaited.</p>			



		<p>Dan Hazell and two others were considered and it was agreed to accept Dan Hazell's quotation which was most favourable and proceed with the work.</p> <p>RMc to look into the possibility of grant assistance for this work.</p>	<p>CB</p> <p>RMc</p>	<p>Aug 2016</p> <p>Aug 2016</p>	<p>Open</p> <p>Open</p>
407/16	The Park	<p>Plans and updates to be discussed fuller in September 2016</p> <p>RMc had contacted OCC Highways and they had agreed that it would be possible to lay in an access driveway from Ferry Rd end of the Park.</p> <p>It was agreed to accept the charge of £45 for a formal Statement from SODC Planning, in writing, confirming that the installation of 2 hard tennis courts, would not need formal planning permission and would be sanctioned under "Permitted Development" rights. RMc to request written confirmation from SODC.</p>	<p>All</p> <p>RMc</p>	<p>Sept 2016</p> <p>Aug 2016</p>	<p>Open</p> <p>Open</p>
406/16	Village Footpaths	<p>The footpaths around the village, adopted and used to be reviewed on a regular basis.</p>	<p>CB</p>	<p>Sept 2016</p>	<p>Open</p>
408/16	Devolving Powers	<p>Further discussions to take place once all Councillors have attended the workshop.</p>	<p>All</p>	<p>Aug 2016</p>	<p>Open</p>