

**MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL**  
**South Stoke Village Hall 19:30 Monday 18 December 2017**

**Members Present:**

Chairman Roy McMillan (RM)  
Vice Chairman Bryan Urbick (BU)  
Members Gareth Dean (GD)  
Andrew Scrivener (AS)  
Mick Walsh (MW)  
John Verrill (JV) (from 20:03)

**Officers Present:**

Clerk Colin Ratcliff (CR)

**Public and Press:** Nine members of the public including; James Burrows, Melvyn Wright, David Kennedy, Geoff Ward, Ian and Rachel Smith, Jamie Turner

**17/667 Apologies for absence**  
None

**17/668 Declaration of Interests by Councillors on any items on the Agenda**  
None

**17/669 Public Forum**  
Contributions by agenda item

**17/670 Planning Applications – to discuss and agree Council’s response to the following planning applications:** Items 6.1 and 6.3 brought forward

- 1 P17/S4042/FUL: Sycamores Wallingford Road South Stoke Wallingford RG8 0JJ: Proposed extension and sub-division of existing house to create a pair of semi-detached houses. The extension and alteration of existing detached garage to create annex accommodation and the erection of a new detached house within curtilage. Widening of existing access**

AS described the proposal, reminding that an email received from the applicants had been circulated. Ian Smith (applicant) read out a statement explaining the reasons for the application and why three trees subject to a TPO had been removed with SODC permission.

James Burrows objected on the grounds of overdevelopment and the bulk / size of the proposed dwelling, noting the design differed from that considered in a pre-application. He was concerned about the loss of trees and how close buildings would be to the boundary.

Melvyn Wright was concerned about loss of light. As Mr Smith had previously raised concern about the fact that his son was previously unable to obtain one of the four affordable homes built in South Stoke under the SODC’s Housing Register allocation scheme, BU asked him if one of the houses would be for his son. Mr Smith confirmed that this was their intention, though the dwelling may be used as a rental in the short term until his son is able to return back to South Stoke.

Councillors discussed the issues;

**Resolved:** That the council had no strong views on the application

- 2 P17/S3206/O - Land at Woodcote Road South Stoke. Residential development (up to 5 dwellings), and associated works, including access. To consider comments from planning officer and attendance at Planning Committee (16 January)**

Although the Planning Officer's opinion did not align with SSPC's, there was nothing to add to the previous responses. AS to confirm if he will attend and speak at the Committee Meeting.

- 17/671 To reconsider the status within SSPC, the membership, and terms of reference of the Community Shop & Village Hall Group and Housing Development Project Steering Group.** Item 9 brought forward.

RM explained the history of these groups and proposed they be classified as 'Working Groups' within SSPC's structure. It was clarified that working groups may co-opt members as they are needed and will regularly report back to SSPC, particularly when decisions are required.

Geoff Ward asked about insurance – MW confirmed the group was covered under public and employer's liability as volunteers for SSPC.

**Resolved:** That the groups be classified as Parish Council Working Groups with current membership as follows:

Community Shop and Village Hall Working Group – Geoff Ward, David Kennedy, Maurice Scarratt, Chris Bertrand (AC representative) and Bryan Urbick (SSPC representative).

Housing Development Project Working Group – Roy McMillan (SSPC representative), Ian Haslam, Neil Proctor, Stuart McKay, Diana Hathaway, Phil Wortley, Michael Saunders.

- 17/672 Community Shop & Village Hall Group – to receive an update on activities and consider tenders for an architect.** Item 10 brought forward

Tenders received were considered.

**Resolved:** That the bid from Owens Galliver be accepted with a budget not to exceed £16,275 in line with their quote.

RM then explained that the responsibility for managing the Recreation Ground and any new building proposed is currently vested in the AC with SSPC as Custodian Trustees. The legal and VAT situation will require clarification prior to moving beyond a planning application. Other parish councils have used the status of Charitable Incorporated Organisation, whereby trustees had protection similar to a company director.

GW stated that whatever group were to take it forward would need to be geared up for fund raising as well as working in the correct legal framework.

BU noted there are several other options including SSPC renting land from the AC or gifting.

**Resolved:** That RM should draft the main facts and a series of questions to be answered; JV agreed to look at these with a view to advising if he or any of his work colleagues could offer guidance - particularly on Legal & VAT matters. Alternatively, other suitable experts to be identified for consideration at the next council meeting. The objective being to obtain legal advice so that the proposals may be developed within the best corporate structure for cost effectiveness and to minimise risk for individuals involved.

- 17/673 To approve minutes of the meeting of 20 November 2017**

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

- 17/674 Chairman's announcements**

None

- 17/675 Planning Applications – to discuss and agree Council's response to the following planning applications:**

- 3 P17/S4110/HH: Frewins Close The Street South Stoke: Proposed first floor extension and proposed garden wall and gates to the front elevation.**

**Resolved:** That the council had no strong views on the application

**17/676 To review status of CIL demands**

AS had updated a tracker spreadsheet. There were currently three applications where CIL was applicable, two of which appeared to have commenced works.

**17/677 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.**

Report from Cllr. Bulmer noted.

**17/678 Housing Development Project Steering Group – to receive an update on activities**

RM had attended a meeting with the Diocese who have advised that they intend to submit a full planning application for the Glebe field 25 home housing development via an agent and developer.

Discussions took place on how to further engage with the community, by what process the Diocese intend to appoint a developer, and concerns relating to:

1. Assurances from the Diocese that any developer appointed would stick rigidly to the agreed plan and layout with appropriately designed buildings etc
2. What methodology the Diocese will use to comply with s.106 / CIL liability and/or other, alternative proposals acceptable to the Planning Authority. RM will invite representatives to the next SSPC meeting and AS to draft questions, to be submitted by RM in advance.

**17/679 Amenities Charity – to receive an update on activities**

GD said the grants policy had been given to the charity. They seek support for £2230 to replace swings as previously advised. BU stated the District Councillor is minded to grant funds for that purpose but not the original idea of architect's fees.

**Resolved:** That an application be made by BU to SODC for a grant of £2,000 for SSPC to purchase and gift swings with the additional £230 being covered by SSPC from the budgeted AC grant.

**17/680 Finance**

- 1 To approve the payments' report and note receipts for November 2017**

**Resolved:** That the report be approved.

- 2 To note the reconciled bank account and reserves balances as at 30 November 2017**

**Resolved:** Noted

- 3 To review expenditure against budget as at 13 December 2017**

No issues

**17/681 To consider a budget of up to £350 for purchase of a fire resistant safe**

Withdrawn

**17/682 To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.**

See list below - new comments being in bold.

**17/683 To receive items of correspondence and agree actions arising.**

- 1 Email from Goring Parish Council regarding parking enforcement**

BU claimed a non-pecuniary interest as he is a Goring Parish Cllr. Little benefit was seen as there are no parking issues in the village.

**17/684 Matters for future discussion**

GD asked whether the planning process supported electric vehicle charging points. He agreed he would draft a letter for the clerk to ask SODC about their policy.

**17/685 Next Meeting** – confirmed as Monday 15 January 2018 at 19:30 in South Stoke Village Hall.

The Chairman declared the meeting closed at 21:56

**Abbreviations** (where used):

<b>AC</b>	Amenities Charity (South Stoke Village Hall and Recreation Ground Charity)
<b>AONB</b>	Area of Outstanding Natural Beauty
<b>CIL</b>	Community Infrastructure Levy
<b>NHPT</b>	Neighbourhood Policing Team
<b>OCC</b>	Oxfordshire County Council
<b>PCSO</b>	Police Community Support Officer
<b>SODC</b>	South Oxfordshire District Council
<b>SSPC</b>	South Stoke Parish Council
<b>TPO</b>	Tree Protection Order

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
	<b>Housing Development Project Working Group</b>	[previous completed actions deleted] <b>18/12/17 See minute 17/678</b>	RM	Unknown	Open
	<b>Network Rail &amp; Electrification Infrastructure</b>	The line between Didcot and Reading is now electrified. Gantry consultation. [previous completed actions deleted]  16/10/17 Meeting due on 19 October 20/11/17 Meeting held with NWR –public consultation potentially Spring 2018.	BU	Unknown	Open
	<b>Better Road Safety</b>	Summary – SSPC are seeking to improve road safety through the village in discussion with OCC. [previous completed actions deleted]  16/10/17 Some works completed. MW chased up the roundels See minute 17/634 regarding accident at cross roads – awaiting site visit  20/11/17 Larger signs outstanding, MW has asked OCC about speed check area signs. Will be assisting PCSO in Community Speed Check. Lines have been repainted at the crossroads “on the prairie”, but OCC Highways had advised that a staggered junction would not be possible.	MW	February 2018	Open
	<b>Parish Tree Management</b>	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	Unknown	Open
17/598	<b>Shop and Village Hall Project Working Group</b>	[previous completed actions deleted] <b>18/12/17 See minute 17/672</b>	BU	January 2018	Open
17/599	<b>Dovecot Manor Farm</b>	Repairs to Dovecot 21/8/17 RM to speak to owners 19/9/17 RM spoke to owners who said it is on the list – no timeframe. He spoke to SODC who are concerned and will contact the owners <b>18/12/17 No update from SODC – RM to chase</b>	RM	February 2017	Open

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
17/606	<b>Grass cutting Quotes</b>	Ad-Hoc grass cutting  21/8/17 GD to obtain quotes 19/9/17 GD getting further contacts 20/11/17 GD meeting Graham ambler soon <b>18/12/17 Ongoing</b>	GD	January 2018	Open
17/596	<b>Footpaths</b>	<b>Evidence Gathering for designated footpaths Three paths to be researched.</b>  19/9/17 Agreed to include path by Railway Cottages. Request to go in Newsletter asking for evidence of use over 20 years 16/10/17 See minute 17/634 RM had received one written and one verbal response so far. He will make some direct approaches. The extent of evidence required to be investigated. 20/11/17 Further responses received. RM will progress forms for OCC <b>18/12/17 – Ongoing – Awaits forms from OCC</b>	RM	February 2018	Open
17/603	<b>Grant Application</b>	<b>Application to Cllr. Bulmer to support the new shop and village hall project consultancy costs</b> 16/10/17 BU will follow up <b>18/12/17 See minute 17/679 - Amended to be an application for swings</b>	BU	January 2018	Open
17/624	<b>The Park</b>	<b>Meeting with the School to discuss options for the Park.</b> 16/10/17 Approaches made [previous completed actions deleted] <b>18/12/17 School would like a section for games, other activities and wildlife area. Further details on hold pending other actions re Tennis Club. Potential tennis courts / club – JV to obtain estimates for two courts to allow better consideration of costs and consider the way forward.</b>	GD/MW  JV	  February	Open  Open
17/626	<b>Storage</b>	<b>To locate and review documents for long term storage</b> 16/10/17 Arranged for 2pm Friday 3/11 20/11/17 Initial sifting and archiving completed by RM/CR – RM now reviewing files <b>18/12/17 – files reviewed. Scanning of important docs to be considered</b>	RM/CR	March 2018	Open
17/659	<b>Planning Apps</b>	20/11/17 Planning applications template to be added to the newsletter <b>18/12/17 Will be in next Newsletter</b>	BU		Complete

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
17/664.1  17/649	<b>Newsletter Articles</b>	Re Email from Savills regarding potential 9 houses development 20/11/17 RM to submit newsletter article Re Community Speed Check and commitment by PCSO Bell/Community Policing to further monitor speeds and take appropriate actions. <b>18/12/17 - Completed</b>	RM  MW		Complete
17/664.2	H&S	Possible injury at Fireworks Display 20/11/17 MW would try to contact the organisers / person involved to see if any action is required. <b>18/12/17 - Completed</b>	MW		Complete
17/684	<b>Electric vehicle charging points</b>	<b>18/12/17 – GD to draft letter for SODC</b>	GD	January 2017	Open