

MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL
South Stoke Village Hall 19:30 Monday 19 February 2018

Members Present:

Chairman Roy McMillan (RM)
Members Andrew Scrivener (AS)
Gareth Dean (GD)

Officers Present:

Clerk Colin Ratcliff (CR)

Public and Press:

Ian Haslam (IH), David Kennedy (DK), Nicky Kennedy (NK), Geoff Ward (GW)

18/18 Apologies for absence

Bryan Urbick (BU), John Verrill (JV) Mick Walsh (MW)

18/19 Declaration of Interests by Councillors on any items on the Agenda

None

18/20 Public Forum

Contributions by agenda item

18/21 Housing Development Project Working Group – to receive an update on activities and consider emails received from the Diocese. Item 9 brought forward

RM explained about emails received from the Diocese suggesting they didn't think a 25-house application would get approval and could see no way that any size of development would allow monies for village infrastructure apart from CIL and s.106 contributions from SODC.

DK expressed concern that SSPC has committed some £16k to the Community Hall Project. RM suggested SODC Cllr Kevin Bulmer be asked to set up a meeting with senior SODC Planning officers/Councillors to discuss options – RM noted that the Diocese would be happy to support such an approach. A pre-meeting with the Diocese would be useful. AS noted a Community Right to Build might be an option.

Resolved: To seek a meeting with the Diocese - AS to draft an appropriate email and send to RM. If successful, this would be followed by a request for a meeting with SODC . IH and RM agreed to research Community Right to Build.

18/22 Community Hall Project – to receive an update on activities and consider a report on legal advice received 6 February 2018. Item 10 brought forward

GW stated the working group had met with the architect and discussed some block diagram schemes, the next step was to get some outline drawings. The group aim to get some estimated costings and something ready for a consultation by April. There was a need to start planning fund raising as soon as possible. Methods of attracting fund raisers was discussed.

Regarding the legal advice note from the Clerk – RM would be chairing the next AC meeting on 12 March and he would take it to them then.

18/23 To approve minutes of the meeting of 15 January 2018

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

18/24 Chairman's announcements

Signed:

R. McMillan

Dated: 19 March 2018

1. RM sadly noted the deaths of the Vicar, Rev Paul Boughton, for whom there had been a memorial service the previous Friday and of Jacqui Bertrand for whom a Celebration of Life had taken place the previous day
2. RM noted that he had met with MW that afternoon, and MW had advised that he would have to resign as a Cllr – for health reasons – with effect from the PC’s AGM in May. It was agreed that RM would submit a piece for the march Newsletter seeking a replacement Cllr.

18/25 Planning Applications – to discuss and agree Council’s response to the following planning applications:

- 1 P18/S0113/HH – Glebe Farmhouse, Icknield Road, Ipsden OX10 6AS. Conversion of garage to residential use.**

Resolved: That the council recommend approval

- 2 P18/S0153/LB – Annexe, Fullbrook House, The Street, South Stoke, RG8 OJS. Internal modifications to update existing annex conversion.**

Resolved: That the council recommend approval

- 3 P18/S0215/HH – Tudor Barn, Cross Keys Road, South Stoke RG8 OJT. The construction of a detached timber framed garage with space for one vehicle.**

Information from the Planning Officer of a change to the size was noted.

Resolved: That the council had no strong views

- 4 P18/S0297/HH, P18/S0298/LB – Manor House, The Street, South Stoke RG8 OJS. Existing barn conversion to ancillary domestic accommodation.**

This was a single storey building by the road, next to existing converted accommodation.

Questions were raised over the roof lights facing the road and neighbours, it was asked why these could not be placed on the inside face of the building. RM mentioned an email he had received from Roger Guiver objecting to the roadside elevations and roof lights.

Resolved: That the council recommend refusal.

- 5 To note new house names re Topsham, Cross Keys Road (demolished) to Cleve House and The Laurels.**

Noted

18/26 To review status of CIL demands

AS reported work had started at Fifield and a CIL form submitted to SODC. He noted all the remaining trees had been removed and complaints made to SODC enforcement. None of the new applications considered today would generate CIL.

18/27 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.

Appendix B refers. The comments about the Growth Deal and issues around the 5-year housing supply were highlighted.

18/28 Amenities Charity – to receive an update on activities. To consider quotations for new swings at the Recreation Ground and confirm as a gift in kind.

Three quotations for swings were considered. The legal advice note (item 10) was briefly discussed noting it would be taken to their next meeting.

Resolved: To accept the quote from Caledonia and that the surplus over and above the expected £2k grant from SODC would be covered from the existing AC grant budget.

18/29 Finance

1 To approve the payments' report and note receipts for January 2018

Resolved: That the report be approved.

2 To note the reconciled bank account and reserves balances as at 31 January 2018

Resolved: Noted

3 To review expenditure against budget as at 14 February 2018

No issues

18/30 Annual Parish Meeting – To discuss the format and arrangements for the meeting to be held on Thursday 12 April.

RM stated he would be writing to organisations asking for a report, including councillors on their areas of responsibility – he would ask for these to be sent to the Clerk by mid- March for compilation - approx 50 copies of the report would be needed. The meeting would be an 8pm start – RM would arrange for the provision of some refreshments to be available at the end of the formal proceedings, Cllr Kevin Bulmer would be invited by RM.

18/31 To consider a proposal for SSPC's support for a memorial in the village to Jacqui Bertrand

RM and GD suggested a multi-coloured bench on the Recreation Ground. Chris Bertrand and others on the AC were in favour. RM suggested SSPC and the AC split the cost. AS suggested getting local children to paint a plain bench and seal afterwards.

Resolved: To progress the idea as suggested. GD would research costs and suppliers.

18/32 To receive items of correspondence and agree actions arising.

1 To consider a grant application from the Citizen's Advice Bureau

Resolved: That SSPC could not help with the application

2 To consider an application for use of the slipway on a regular basis for boat trips and stationing of a portalo.

This was a telephone enquiry received by RM for a boat operator to use the slipway 5 to 6 days a week April to September for trips for the disabled. No further details were known. Noting that SSPC do not own the slipway, there were questions over vehicle access, public liability and siting of a portalo.

Resolved: That SSPC were not able to support the request. RM would reply.

18/33 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.

18/34 Matters for future discussion

RM stated that MW had some urgent family matters to attend to and personal medical issues, he had been advised to cut back and would therefore reluctantly be giving up SSPC from May, he was happy to continue assisting with insurance matters. RM would put a note in the newsletter seeking people interested in joining the council.

RM had received an enquiry from Roger Guiver asking if a lid could be placed on the bin near the boundary to The Old Post Office as dog faeces bags fall out. CR was asked to contact SODC for comment.

18/35 Next Meeting – confirmed as Monday 19 March 2018 at 19:30 in South Stoke Village Hall.

The Chairman declared the meeting closed at 21:35

Abbreviations (where used):

AC	Amenities Charity (South Stoke Village Hall and Recreation Ground Charity)
AONB	Area of Outstanding Natural Beauty
CIL	Community Infrastructure Levy
NALC	National Association of Local Councils
OCC	Oxfordshire County Council
PCSO	Police Community Support Officer
SODC	South Oxfordshire District Council
SSPC	South Stoke Parish Council
TPO	Tree Protection Order

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
	Housing Development Project Working Group	[previous completed actions deleted] 18/12/17 See minute 17/678 15/1/18 See minute 18/1 19/2/18 See minute 18/21	RM	Unknown	Open
	Network Rail & Electrification Infrastructure	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
	Better Road Safety	Summary – SSPC are seeking to improve road safety through the village in discussion with OCC. [previous completed actions deleted] 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. 15/1/18 MW is setting dates with PCSO Mark Bell for speed checks 19/2/18 Still seeking dates	MW	March 2018	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	Unknown	Open
17/598	Community Hall Project Working Group	[previous completed actions deleted] 18/12/17 See minute 17/672 15/1/18 See minute 18/11 19/2/18 See minute 18/22	BU	March 2018	Open
17/599	Dovecot Manor Farm	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 18/12/17 No update from SODC – RM to chase 15/1/18 RM has chased with SODC, they now say it must go through Historic England instead.	RM	March 2018	Open

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		19/2/18 With help from Mrs Gatto, RM had now obtained further photos and details of infrastructure problems. RM queried the need to consult with the owners prior to sending this information to Historic England's "At risk register". It was agreed that RM should send a courtesy copy to Mr Millar.			
17/606	Grass cutting Quotes	Ad-Hoc grass cutting 21/8/17 GD to obtain quotes 18/9/17 GD getting further contacts 20/11/17 GD meeting Graham ambler soon 18/12/17 Ongoing	GD	January 2018	Open
17/596	Footpaths	Evidence Gathering for designated footpaths Three paths to be researched. 18/9/17 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 18/12/17 – Ongoing – Awaits forms from OCC 15/1/18 RM has forms and will complete the submissions as resolved by council. 19/2/18 Forms submitted to OCC	RM	March 2018	Open
17/603	Grant Application	Application to Cllr. Bulmer to support the new shop and village hall project consultancy costs 16/10/17 BU will follow up 18/12/17 See minute 17/679 - Amended to be an application for swings 15/1/18 Outcome expected soon 19/2/18 Approved	BU		Completed
17/624	The Park	Meeting with the School to discuss options for the Park. [previous completed actions deleted] 16/10/17 Approaches made 18/12/17 School would like a section for games, other activities and wildlife area	GD/MW		Open

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		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.	JV	March 2018	Open
17/626	Storage	To locate and review documents for long term storage 16/10/17 Arranged for 2pm Friday 3/11 20/11/17 Initial sifting and archiving completed by RM/CR – RM now reviewing files 18/12/17 – files reviewed. Scanning of important docs to be considered 19/2/18 – No original documents found for scanning. Closed.	RM/CR		Closed
17/684	Electric vehicle charging points	18/12/17 – GD to draft letter for SODC 19/2/18 Ongoing	GD	March 2018	Open
18/13/5	General Data Protection Regs.	15/1/18 Commence use of dedicated SSPC email accounts by all councillors before May 19/2/18 Ongoing	BU	April 2018	Open
18/31	Memorial Bench	Memorial bench for Jacqui Bertrand. 19/2/18 GD to research cost and suppliers	GD	March 2018	Open
18/34	Potential Casual Vacancies	19/2/18 RM to submit newsletter article	RM	March 2018	Open
18/34	Rubbish Bin	19/2/18 CR to check with SODC re putting lidded bin in place	CR	March 2018	Open