



MINUTES OF THE ANNUAL MEETING OF SOUTH STOKE PARISH COUNCIL
South Stoke Village Hall 19:30 Monday 21 May 2018

Members Present:

Chairman Roy McMillan (RM)
Vice Chairman Bryan Urbick (BU)
Members Andrew Scrivener (AS)
Gareth Dean (GD)

Officers Present:

Clerk Colin Ratcliff (CR)

Public and Press: David Kennedy (DK), Geoff Ward (GW) and Diana Hathaway (DH)

- 18/75 To elect the Chairman for the year ahead**
Cllr. Bryan Urbick was nominated unopposed and duly elected
- 18/76 To receive declaration of Chairman's acceptance of office.**
Received
- 18/77 Apologies for absence**
None
- 18/78 To elect a Vice-Chairman for the year ahead.**
Cllr. Roy McMillan was nominated unopposed and duly elected
- 18/79 To receive declaration of Vice-Chairman's acceptance of office.**
Received
- 18/80 Councillors to confirm their registrations of interests are up to date on the SODC website.**
Confirmed
- 18/81 Declaration of Interests by Councillors on any items on the Agenda**
None
- 18/82 Public Forum**
See specific items of business
- 18/83 Planning Applications – to discuss and agree Council's response to the following planning applications: (item brought forward)**
P18/S0991/FUL - South Stoke Primary School The Street South Stoke RG8 0JS: Removal of defective playground equipment and erection of replacement equipment.
Resolved: That there were no objections to the application
- 18/84 To note SODC planning decisions: P18/S0297/HH - Manor House, The Street: (SSPC App)**
Granted (item brought forward)
Noted
- 18/85 To review status of CIL demands (item brought forward)**
AS noted Ramsbury House had started work but had applied for an exemption. The first tranche of CIL money had been received.

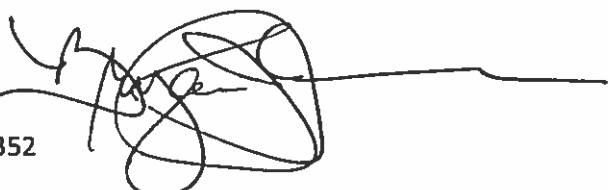
Signed:

B. Urbick

Dated: 18 June 2018

- 18/86 Community Hall Project – to receive an update on activities. (item brought forward)**
GW reported the architect has two designs for discussion and outline pricing only. The quantity surveyor needed confirmation of engagement by SSPC. The group were working on funding and have additional volunteers to assist. Hoping to get some public feedback on 30 June.
- 18/87 Housing Development Project Working Group – to receive an update on activities. (item brought forward)**
RM and AS had met the Diocese that morning; they and their advisors see the best way forward as a single planning application for the Glebe Development and the Community Hall. They have asked SSPC to confirm its agreement for them to move to a tendering process with developers and provide information on the Community Hall project and potential costs.
GW noted an urgent decision is needed on who will be responsible for the Community Hall build which is dependent on how the AC may or may not be restructured. CR raised concerns about which organisation can lawfully come to an agreement with the Diocese / developers and advised that it can only be the AC; referring to the legal advice previously received that SSPC is merely a custodian trustee for the land and that all management responsibility rests with the AC.
RM stated the AC is looking at their structure and have people available to progress the project. DK noted the issues over the AC only applied to building on the recreation ground and not, for instance, the Glebe Field.
GD raised concerns over subsequent unilateral amendments to an initial agreed plan for the houses. BU said conditions can be imposed by SODC.
DK also noted there will also be a considerable village contribution required in any case.
It was agreed that actions required were a) for the AC to fully understand the current proposals so a meeting was needed in the next couple of weeks (RM) and b) for RM to ask the Diocese exactly what they are seeking from SSPC.
- 18/88 To approve minutes of the meeting of 26 April 2018.**
Resolved: That the minutes be approved and signed by the Chairman.
- 18/89 Chairman’s announcements**
BU noted that an excellent meeting had been held with Tom Rice, SODC Planning Officer over planning issues in the village.
- 18/90 To appoint representatives to serve on other bodies: Amenities Charity Committee**
Resolved: That GD be appointed on a temporary basis pending potential co-option
- 18/91 To appoint working group members:**
- 1 Community Hall Project:**
Resolved: That the members remain unchanged; Geoff Ward, David Kennedy, Maurice Scarratt, Chris Bertrand (AC representative) and Bryan Urbick (SSPC representative).
 - 2 Housing Development Project**
Resolved: That the members remain unchanged; Roy McMillan (SSPC representative), Ian Haslam, Neil Proctor, Stuart McKay, Diana Hathaway, Phil Wortley, Michael Saunders.
- 18/92 To consider individual councillor’s responsibilities**
It was agreed to defer pending potential co-option.
- 18/93 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.**

Signed:



B. Urbick

Dated: 18 June 2018

Appendix B refers. Noted

- 18/94 Amenities Charity – to receive an update on activities.**
RM had attended the last meeting; the status of the charity is being looked at and their immediate driver is to enable the charity to offer a new lease to the shop.
- 18/95 Finance**
- 1 To approve the payments report and note receipts for April 2018**
Resolved: That the report be approved.
 - 2 To note the reconciled bank account and reserves balances as at 30 April 2018**
Resolved: Noted.
 - 3 To review expenditure against budget as at 16 May 2018**
Reviewed – no actions
 - 4 To approve direct debit mandate (Castle Water for The Park only)**
Resolved: That the mandate be approved
- 18/96 Financial Accounts for the year ending 31 March 2018**
- 1 To approve the accounts for the year ending 31 March 2018 (receipts and payments)**
Resolved: That the accounts be approved
 - 2 To approve the annual governance statement in section 1 of the statutory annual return**
Resolved: That the governance statement be approved
 - 3 To approve the statement of accounts in section 2 of the statutory annual return**
Resolved: That the statement be approved
 - 4 To approve a variances report to the external auditors**
Resolved: That the report be approved
 - 5 To note budget variations for 2017-18**
Noted
 - 6 To receive a report from the internal auditor for 2017-18**
Received, noting no issues were raised
 - 7 To note year end cash and investment reconciliation as at 31 March 2018**
Noted
- 18/97 To consider attendees (2) to the OCC Town and Parish Event at Didcot on 18 October 2018.**
RM and BU would attend.
- 18/98 To consider new / amended Privacy, Information and Retention policies**
Resolved: That the policies in Appendices M, M1, M2 be approved
- 18/99 To consider if any comments are required on the SODC consultation of the draft Goring Neighbourhood Plan (closing date 7 June)**
BU declared an interest.
No comments were required.

Signed:

B. Urbick

Dated: 18 June 2018



18/100 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.

18/101 To receive items of correspondence and agree actions arising

1 Email re notice board

Appendix C1 refers. It was noted the board is open to the public, BU will speak to the enquirer regarding appropriate content.

2 RM had received a letter from SODC Community Services removing the Perch and Pike from their list of Assets of Community Value (ACV). It was felt that it should stay on and that RM should request that. (For next agenda to ratify)

3 RM had received an invitation to the Community First Oxfordshire Community Led Housing Conference on 13 June. He would attend, BU may also be able to go.

18/102 Matters for future discussion

None

18/103 Next Meeting – confirmed as Monday 18 June 2018 at 19:30 in South Stoke Village Hall, a list of future meetings was agreed.

The Chairman declared the meeting closed at 21:31

Abbreviations (where used):

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

Signed:

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Minute	Item	Action/Progress	Action By	Review date	Status
18/87	Housing Development Project Working Group	Standing Agenda Item 21/5/18 a) for the AC to fully understand the current proposals a meeting needed in the next couple of weeks (RM) and b) for RM to ask the Diocese exactly what they are seeking from SSPC.	RM	June 2018	Open
	Network Rail & Electrification Infrastructure	The line between Didcot and Reading is now electrified. Gantry consultation: [previous completed actions deleted] 20/11/17 Meeting held with NWR –public consultation potentially Spring 2018. 26/4/18 BU expected an update at the next meeting 21/5/18 RAG have asked for confirmation funds are still available for retro-fitting			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. 21/5/18 Chris Bertrand is taking over speed check coordination, Larger signs still outstanding RM to check with MW	RM	June 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. 26/4/18 amended to The Park only with a view to a Tree Condition Survey. GD would obtain a quote from local arborist and CR from the Woodland Trust. 21/5/18 Woodland Trust quote approved	CR	July 2018	Open
17/598	Community Hall Project	Standing Agenda Item			Open

Signed:

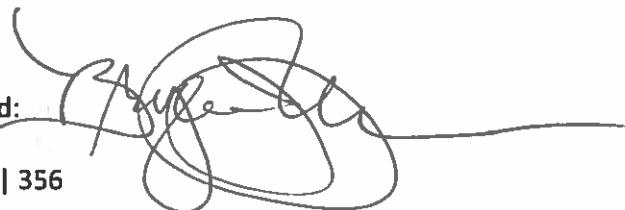


B. Urbick

Dated: 18 June 2018

	Working Group	No outstanding actions			
17/599	Dovecot Manor Farm	Repairs to Dovecot [previous completed actions deleted] 19/3/18 RM has written to Historic England – awaits a reply	Historic England	Unknown	Open
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 21/5/18 – not yet done. Procurement levels for discussion at next meeting	CR	June 2018	Open
17/596	Footpaths	Evidence Gathering for designated footpaths Three paths to be researched. [previous completed actions deleted] 21/5/18 RM still collating information	RM	Sept 2018	Open
17/624	The Park	Meeting with the School to discuss options for the Park. [previous completed actions deleted] 26/4/18 Defer tennis courts due to JV resignation. GD to progress school use potential 21/5/18 ongoing	GD	June 2018	Open
17/684	Electric vehicle charging points	18/12/17 – GD to draft letter for SODC 19/2/18 Ongoing 26/4/18 SODC replied but GD has further questions, No reply from OCC 21/5/18 further questions sent, no reply yet	GD	Sept 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 26/4/18 CR to set passwords and circulate instructions. BU to arrange opt in for email list via Mailchimp only. Any other email lists to be deleted. 21/5/18 details sent, BU set up - awaits completion by others	RM/GD/AS	June 2018	Open
18/34	Rubbish Bin	19/2/18 CR to check with SODC re putting lidded bin in place 19/3/18 Awaits reply from SODC 21/5/18 Agreed no further action			Closed

Signed:



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18/50	Provision of posts at The Slipway	19/3/18 approved – GD to liaise with Chris Bertrand 26/4/18 Quote obtained – ongoing 21/5/18 Three quotes needed due to value	GD	June 2018	Open
18/69	Resilience Fund Grant Application	26/4/18 GD to progress specifications for pumps 21/5/18 Agreed no further action			Closed
18/70	Telephone Kiosk	26/4/18 RM to submit photograph and BU to include newsletter article on potential for taking on responsibility 21/5/18 2 responses, one for but no offer to manage, one against. Agreed no further action			Closed
18/72/2	Deep Clean by Biffa	26/4/18 GD to liaise with CB, and submit areas for cleaning before any SODC deadline 21/5/18 RM will contact SODC asap	RM	May 2018	Open
18/101/1	Notice Board	21/5/18 BU to contact enquirer about poems	BU	June 2018	Open

Signed:

B. Urbick

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