

MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL
South Stoke Village Hall 19:30 Monday 18 June 2018

Members Present:

Chairman Bryan Urbick (BU)
Vice Chairman Roy McMillan (RM)
Members Andrew Scrivener (AS)
Gareth Dean (GD)
Diana Hathaway (DH) (From Item 2)

Officers Present:

Clerk Colin Ratcliff (CR)

Public and Press:

Nicky Kennedy, Tanya Seabrook, Derek Goodland

18/104 Apologies for absence

None

18/105 To consider the appointment of Diana Hathaway as a co-opted member of council

Resolved: That DH be co-opted

18/106 To receive declaration of member's acceptance of office

Received

18/107 Declaration of Interests by Councillors on any items on the Agenda

None

18/108 Public Forum

Mr Goodland raised a question on a structure built in the garden of 7 The Gardens, wondering whether planning permission should have been obtained.

RM stated Sovereign Homes own and rent the property, they are making enquiries with their property services and would report back.

18/109 To approve minutes of the meeting of 21 May 2018

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

18/110 Chairman's announcements

None

18/111 To review status of CIL demands

Nothing new. First payment of £2,873.52 received.

18/112 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.

No reports received

18/113 Community Hall Project – to receive an update on activities.

Nicky Kennedy had concerns about the location and restricted access to the site. BU stated two options as agreed some time ago were currently being considered for a mini consultation in the village. It was suggested that the consultation could be delayed to cover a wider remit as the

Signed:

B. Urbick

Dated: 20 August 2018

estimated cost had significantly increased. DH had some concerns over the proposed joint planning application.

RM explained some of the history and explained relevant issues. AS suggested the consultation should include the 'journey' to the current position and invite comments on the wider issues. It was agreed that a suggestion be made to the Working Group to potentially delay the consultation for additional information to be provided on the concept to allow a fuller consultation.

BU read an email from Geoff Ward asking for additional appointees to be approved to the working group in fundraising and grant application roles.

Resolved: That Lou Verrill, Shannon Stegeman and Kevin Flynn be appointed to the working group for grants and Sally Woodall for fundraising.

- 18/114 Housing Development Project Working Group – to receive an update on activities and to consider agreement to the following note “The Parish Council has considered the proposals for a joint planning application to develop a new village hall/shop on the Recreation Ground and 25 homes [mixed tenure and house sizes as per previous consultations] on the Glebe Field. It is agreed that the Parish Council via the South Stoke Housing Development Working Group will continue to work collaboratively with the Diocese of Oxford, leading to the submission of a single planning application over both sites to help link the development of the new village hall/shop to the provision of additional housing for the village.”**

Tanya Seabrook raised concerns over wildlife on The Glebe and questioned the need for 25 houses on the site. BU noted the housing needs survey that had been done which identified a requirement for 11 affordable housing units in the village, which would not otherwise be available from piecemeal development, and that wildlife surveys would be a prerequisite to any planning application. RM noted there had been two consultations, both identified the need and The Glebe as the optimum location. AS noted that it was the Diocese’s view that in order to allow funds to be released from the development for use within the village, a joint application would be necessary, and agreement to the motion was required to allow the Diocese to progress to a point that further discussion could take place on potential figures. DH reiterated her objection to a joint application on moral grounds that each should stand alone.

Resolved: That the wording of the note as above be approved.

- 18/115 Amenities Charity – to receive an update on activities.**

RM, BU and Chris Bertrand had attended a meeting with the AC’s legal advisor who had given them options on the way forward for the Recreation Ground, Shop, Community Hall and the Charity.

GD stated the swings were now operational.

- 18/116 Finance**

- 1 To approve the payments’ report and note receipts for May 2018**

Resolved: That the report be approved.

- 2 To note the reconciled bank account and reserves balances as at 31 May 2018**

Resolved: Noted. CR was asked to circulate the CIL expenditure categories for decisions to be taken regularly on potential use of CIL funds.

- 3 To review expenditure against budget as at 12 June 2018**

Resolved: Reviewed – no changes.

- 18/117 To consider individual councillor’s responsibilities**

RM had previously circulated some suggestions regarding the split of responsibilities between Chairman and Vice Chairman.

Resolved: To accept those suggestions; for Mick Walsh’s responsibilities to go to BU, BU to be appointed as the representative to the AC instead of GD and John Verrill’s responsibilities to go to BU. All to be reviewed again later.

18/118 To consider proposals to amend procurement levels

Appendix F referred. An amendment to the figures was proposed and agreed.

Resolved: That procurement levels in para 11.1(b) be amended to under £1000, £1,000 to £3,000 and £3,000 to £50,000.

18/119 To consider request to SODC regarding ACV (Asset of Community Value) application on Perch and Pike

It was noted the previous application had expired and a new request would have to be made.

Resolved: That a new application be made.

18/120 To consider the question of responsibility for/ownership of the immediate Slipway area

RM stated there was apparently no ownership of the Slipway although the lane was adopted by OCC. SSPC have maintained the area for many years and asked whether the PC should apply for title to the land and take on formal responsibility.

Resolved: That an application be made to the Land Registry for title.

18/121 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.

18/122 To receive items of correspondence and agree actions arising

- 1 An email had been received regarding an event at the School the previous weekend where parking issues ensued in The Street. It was agreed BU would write a letter to the School Governors about the issue.

18/ Matters for future discussion

None

18/ Next Meeting – confirmed as Monday 16 July 2018 at 19:30 in South Stoke Village Hall.

The Chairman declared the meeting closed at 21:48

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

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
	Housing Development Project Working Group	Standing Agenda Item			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 18/6/18 One speed check done, more to follow. AS questioned the use of children - to check with PCSO and Insurers.	RM/CR	July 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

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
17/598	Community Hall Project Working Group	Standing Agenda Item 18/113 - 18/6/18 suggestion to be made to the Working Group to delay the consultation for additional information to be provided on the concept to allow a fuller consultation	BU	June 2018	Open
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 – quotes not yet obtained – action now with BU. Procurement levels for discussion at next meeting. 18/6/18 Levels agreed. Quotes to be obtained	BU	July 2018	Open
17/596	Footpaths	Evidence Gathering for designated footpaths [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	July 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			

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		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. 18/6/18 RM also set up – others to be done asap.	GD/AS/DH	July 2018	Open
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 18/6/18 Check quote in line with new financial regs.	GD/CR	July 2018	Open
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 18/6/18 Completed			Closed
18/101/1	Notice Board	21/5/18 BU to contact enquirer about poems 18/6/18 Completed			Closed
18/108	Planning Question	7 The Gardens. Question on structure built. 18/6/18 Awaits reply from Sovereign Homes	RM	July 2018	Open
18/119	ACV	ACV application on Perch and Pike 18/6/18 New application to be made	RM	July 2018	Open
18/120	Slipway	Application for Title to the Slipway	CR/RM	Sept 2018	Open
18/122	School	Letter regarding Events 18/6/18 BU to write letter to Governors	BU	July 2018	Open